

## ICMCI ACCREDITED CONSULTING PRACTICE SCHEME

### SPECIMEN ACP ASSESSMENT FORM

**Consulting Practice Name:**

**Date:**

**Auditor(s):**

**Contact Name:**

**Title:**

**Contact Telephone:**

**Contact email:**

Topic	Assessment area	Assessment of Compliance			Corrective action(s) State also period of time for completion
		Fully compliant	Conditionally compliant	Not yet compliant	
<b>A. Vision and policy</b>	Well-considered vision and policy regarding the professional standard of CMC management consultants				
<b>B. Pre-requisite for CMC Candidates</b>					
<i>Basic experience</i>	Normally three full time years in management consultancy				
<i>Education</i>	Recognised degree or professional qualification or (normally) a further five years full time in management consultancy				
<i>Preparation of Candidates</i>	Suitable facilities to help candidates' preparation to meet the standard				

Document Title	Accredited Consulting Practice Scheme – Specimen Assessment Form	Version #	2.0
Document Authority	PSC	Status	Draft
System Reference	ICMCI-ACP-005	Date	20/05/2013

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<b>C. CMC Standard</b>					
<b>Body of Knowledge</b>	A Common Body of Knowledge compliant with the ICMCI Summary CBK standard agreed at the London Congress				
<b>Core Competency Framework</b>	Competency Groupings under the following Headings				
<b>Business Insight</b>	Client Business				
	Consulting Business				
<b>Technical Competence</b>	Functional Specialisation				
<b>Consulting skills - Engagement Management</b>	Client Focus				
	Assignment Management				
	Consulting Knowledge				
	Consulting Process Techniques				
	Tools and Methodologies				
	Risk and Quality Management				

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<b>C. CMC Standard - cont</b>					
<b>Values &amp; Behaviour</b>	Ethics and Professionalism				
	Analytical Skills				
	Personal Interaction				
	Personal Development				
<b>Code of Professional Conduct</b>	A Code of Conduct compliant with the Code of Conduct Assessment standard agreed at the London Congress				
<b>Documents required to be submitted by the Candidate</b>	Appropriate documentation to provide evidence of competence				

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<b>D. CMC Assessment Process</b>					
<i>Assessment Process</i>	Assessment of competencies by appropriate means				
<i>References</i>	Written description of assignment(s) and client references verified through interview/personal referees /sponsors				
<i>CMC Award and Retention</i>	Recommendation by the Consulting Practice; award and retention solely by the <Institute> whilst the individual remains a full member of the institute				
<i>Continuing Professional Development</i>	Commitment to a programme of CPD, with a link to a practice certificate or similar arrangement				

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<b>D. CMC Assessment Process – cont.</b>					
<i>Re-certification</i>	Some mechanism through CPD or another means				
<i>Professional Conduct</i>	Commitment to the ICMCI / <Institute> Code, with a process for reviewing potential breaches and applying sanctions				
<i>Organisational Structure concerning CMC Certification</i>	Appropriate structure and authority levels, mechanisms for appeals and for assuring standards				

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<b>E. State of implementation of C &amp; D</b>					
<i>How long has the Standard &amp; Certification process been in use</i>	The ICMCI guidance normally at least 6 months				
<i>Number of trained assessors</i>	The ICMCI guidance is 2 assessors as a minimum				
<i>Qualification/training of assessors</i>	The CMC qualification is required. The ICMCI guidance is a minimum of a formal training session in CMC assessment and experience of 2 assessments				
<i>Number of candidates assessed so far</i>	The ICMCI guidance is that 4 candidates minimum should have been assessed, involving at least 2 assessors				

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