

# CMC Pack

## **CERTIFIED MANAGEMENT CONSULTANT (CMC)**

The Institute of Management Consultants Bangladesh (IMCB), as a member of the International Council of Management Consulting Institutes (ICMCI), confers the internationally recognized qualification of Certified Management Consultant (CMC) in Bangladesh.

The Institute of Management Consultants defines management consulting as 'the provision to management of objective advice and assistance relating to the strategy, structure, management and operations of an organization in pursuit of its long-term purposes and objectives. Such assistance may include the identification of options with recommendations; the provision of an additional resource and/or the implementation of solutions.'

This tour provides guidelines for candidates who wish to apply to the IMC Bangladesh for certification as a CMC. It outlines for candidates the application and assessment process and procedures, and contains the relevant information that candidates require to determine their eligibility and make their application.

## **WHAT IS A CMC?**

Certified Management Consultant (CMC) is a competency-based management consultant certification scheme open to current IMC Bangladesh members.

It is an internationally recognized award conferred by Management Consulting Institutes that are members of the International Council of Management Consulting Institutes (ICMCI). IMC Bangladesh is a member of ICMCI and has sole responsibility of awarding CMC status in Bangladesh.

The assessment and certification process must meet strict guidelines stipulated by the ICMCI.

## **WHY BECOME A CERTIFIED MANAGEMENT CONSULTANT (CMC)?**

A Certified Management Consultant (CMC) gives you formal and independent recognition and endorsement of your competency, skills and experience as a Management Consultant.

Independently awarded by the Institute of Management Consultants, CMC is a guarantee to clients that you have experience and knowledge to deliver impartial, professional and cost-effective interventions with the interests of the client central to your work.

CMC is internationally recognized in over 45 countries as well as being the pinnacle of recognition as a management consultant. CMC also provides a route for engagement with the profession outside your own practice and demonstrates credibility with clients.

## **AM I ELIGIBLE TO APPLY FOR CMC CERTIFICATION?**

There are five requirements for eligibility to apply for CMC certification:

1. Three years experience as a management consultant
2. Relevant qualifications and experience to support your technical competence:
  - a. A relevant professional or academic qualification (degree level or higher), or
  - b. A minimum of four years relevant experience gained in consulting in your primary area of technical specialization, or
  - c. An unrelated first degree followed by an accredited development program over a minimum of a twelve month period.
3. Experience in all elements of the consulting life cycle
4. Clients who value the contribution, delivery and impact you make to their business
5. Membership of the Institute of Management Consultants Bangladesh (IMCB)

## CMC ASSESSMENT PROCESS

CMC is a competency-based qualification which requires you to demonstrate sufficient, relevant and timely evidence of your competence as a management consultant. The assessment process complies with the stringent requirements of the ICMCI for the assessment and awarding of CMC status and will test your competence against a management consultancy competence framework.

The assessment process comprises the following steps:

1. Application by the candidate and forwarding to IMC Bangladesh (IMCB)
2. Assessment at interview and candidate presentation to the IMCB Assessors, and
3. A reference check with candidate's nominated clients

## CMC COMPETENCY FRAMEWORK

When applying for CMC certification, you are assessed against a competence framework which has been developed and endorsed by the ICMCI and is internationally recognized across all compliant member organizations.

Awarding of certification against this framework ensures that your award of CMC complies with the stringent standards of the ICMCI and is portable and recognizable internationally. The framework against which your experience, knowledge and skills will be assessed comprises the following elements:

- ICMCI CMC Core Competencies
- IMCB Code of Professional Conduct
- ICMCI Consultants' Common Body of Knowledge

You should be familiar with the information contained in all three of these documents and check that your application in total reflects your experience, knowledge and skills in relation to these areas.

To ensure that the assessment process is balanced and fair, a number of different techniques are used throughout the process to assess a candidate's competence against the framework. Those techniques include:

- Written material included in your application (e.g. management consulting history, CV, project write-ups, evidence of qualifications, etc.)
- Face-to-face interview
- Candidate presentation and project documentation
- Client reference checks
- Assessment by a panel and review by an independent third party (i.e. Chief Assessor)

## APPLICATION

Each applicant is required to complete a structured application form setting out their experience as a management consultant including their academic record, technical, commercial and managerial expertise.

Your application form helps you build a comprehensive portfolio which captures your most recent and relevant experience in management consulting. You should attach an up to date curriculum vitae (CV) and certified copies of your professional qualifications and academic results.

As part of your application you will be required to submit three (3) write-ups of recent management consulting projects that you have undertaken. Each write up should follow the format included at the end of the Application Form.

You may submit project documentation in lieu of write ups if the documentation is relevant and covers all the key points.

## ASSESSMENT INTERVIEW

The assessment interview involves a face-to-face meeting with a panel of three Assessors who are CMCs (Certified Management Consultant) from any IMC of the world recognized by ICMCI.

During the interview, you will be invited to select one of the consulting projects that you have written up as part of your application form and give a 15 minute presentation on the project. This will be followed by an interview based around the competency framework in which panel members will discuss with you your experience, skills, methods and knowledge and assess this against the CMC Management Competency Framework.

You may wish to bring with you relevant copies of project-related documents to accompany your presentation. During the interview, you will also be asked to sign that you will at all times adhere to the Code of Professional Conduct.

You should ensure that you are familiar with the three elements of the Framework:

- the CMC Core Competencies
- the Consultants' Common Body of Knowledge, and
- the Code of Professional Conduct

## REFERENCE CHECKS

After the interview and presentation, the Assessment Panel will contact your nominated client referees to gain their feedback regarding the project/s or work you have undertaken for them and your management consulting expertise.

The Principal Assessor will contact you to advise whether you are recommended for certification within about 30 days. If the Panel feels that you are not yet ready, they will provide you with feedback to assist you in either making a re-submission or gaining further experience.

Successful applicants will typically be invited to an Institute event so that your CMC can be awarded publicly. Successful applicants' particular will also be forwarded to ICMCI to include in the Global CMC Directory in the ICMCI web site.

## HOW DO I APPLY?

In order to apply for assessment for CMC certification, you need to:

1. Complete the CMC Application Form
2. Include:
  - a. Certified copies of your professional qualifications and academic results
  - b. An up to date detail CV
  - c. Write-ups of three (3) recent management consulting projects including client reference details (no more than three A4 pages for each write up).
3. Make payment of Tk 5,000.00 by account payee cheque favoring IMC Bangladesh (IMCB)
4. Photocopy of the certificates of qualifications and academic results. Originals of certified copies of qualifications and academic results must be brought to the interview.

## APPEALS

If you wish to appeal against a decision made by the assessors, you should write to the Chair of the CMC & QAC Committee outlining your reasons for the appeal.

## RE-SUBMISSION

If you are found 'not yet ready' to progress at any stage, you will be given feedback and invited to re-apply. The Assessment Panel will also be happy to assist you with accessing mentoring through the IMC to help you gain the experience or knowledge you may need before making your re-submission.