

# Applying for CIMA Membership

Keep Developing



## Aim of the session

- To be able to identify work experience that is relevant towards CIMA membership.
- To be clear about how to present your experience to date.



## Why is it necessary?

- “...evidence that the theory studied and knowledge gained can be applied in practice.”
- “...guarantee for employers that you have demonstrated the appropriate experience.”



## What are the benefits?

- Professional recognition
  - ACMA/FCMA
- CIMA Professional Development including:
  - CIMA Inform
  - Business Source Corporate
  - Harvard ManageMentor Plus
  - CIMA Professional Development Planner



## CIMA Policy on Passed Finalists & Students

- Passed finalists have five years in which to apply for membership.

### New four year rule

- Anyone who successfully completes TOPCIMA\* from 2008 onwards will have FOUR years in which to apply for membership. (\* T4 Part B – 2010 syllabus)



## Practical Experience Requirements

- To have completed the Strategic level
- To have at least 3 years' relevant practical experience.



## Practical Experience Requirements

- Area 1 – Basic experience
- Area 2 – Core experience

*Minimum of 18 months*

- Area 3 – Supplementary experience

Minimum of 3 years' experience  
required



**BASIC**

Preparing and maintaining accounting records

Statutory and regulatory reporting

IT desktop skills

Systems and procedure development

**CORE**

Preparation of management accounts

Planning, budgeting and forecasting

Management reporting for decision making

Product and service costing

Information Management

Project appraisal

Project Management

Working capital control

Risk Management and business assurance

**SUPPLEMENTARY**

Financial strategy

Corporate finance

Treasury management

Taxation

Business evaluation and appraisal

Business strategy

External relationships

## Completing your application

- Section 1- Application Form
- Section 2- Employment Summary
- Section 3 - Detailed record of experience
- Section 4 - Record of Skills Development



## Section 1 – Application Form

- Personal details
- Proposer and Seconder declarations
- Current employment details
- CIMA Training ID number
- Remittance Advice
- Checklist



## Section 1 – Proposer and Seconder declarations

- The form must be signed by a proposer and seconder.
- They must be able to verify 36 months' relevant practical experience between them.
- If your proposer and seconder don't cover 36 months you will need to get additional signatures.



## Section 2 – Employment Summary

- Enter your full employment history starting with the earliest first.
- Periods of unemployment and breaks in employment must be included and explained.
- Each separate post must be recorded.
- Enter the number of months experience gained in each area.



## Section 3 – Detailed record of experience

- Provide for each position held:
  - Name of your employer
  - Your job title
  - Period of employment
  - Who you reported to
  - Brief description of the organisation
  - Details of the work you carried out



## Section 3 – Detailed record of experience

- For all relevant experience you need to explain:
  - Who did you report to?
  - How did you actually approach the task?
  - How often did you do it?
  - Why did it need to be done?
  - Who was the end-user/customer?
  - What software/IT did you use?
  - How many people helped you or were you part of a team?
  - What was the outcome?



## Section 3 – Detailed record of experience

Key points:

- Use a format that looks well organised
- Avoid an employment CV – no bullet points
- Use 'I' throughout
- Include employment not verified
- Between 5 and 15 pages of A4



## Section 4 – Record of Skills Development

- Describe how you have developed the following skills:
  - Personal (self management)
  - Interpersonal (interacting with/managing others)
  - Organisational (managing organisational resources)



## When to apply

- Use the Practical Experience Requirements to monitor your progress.
- Make notes as soon as your relevant experience starts.
- Apply as soon as you have completed the Strategic level exams and have a minimum of three years' relevant practical experience.



## How to apply

- Online
  - Record, submit and track the progress of your application online
  - Available to active passed finalists & students who have completed all the strategic level exams via My CIMA.
- By post
  - Templates are available for sections 1, 2 and 4 from the CIMA website.
- Face to face
  - Check website for locations and dates.



## Receiving a decision

- You will receive an acknowledgement.
- There are two possible decisions:
  - **Accept** - 90% of applicants are successful first time.
  - **Defer** – individual feedback will be provided.



## Further Information

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