

## ICMCI ACCREDITED CONSULTING PRACTICE SCHEME

### STATEMENT OF EQUIVALENCE – PROFESSIONAL DEVELOPMENT PROCESS

**Consulting Practice Name:**

**Date:**

**Auditor(s):**

**Contact Name and Title:**

**Contact Details:**

Requirements Consulting Practice	Assessment area	Consulting Practice	Relevant Documents
		Describe your Standard under each heading, demonstrating equivalence and adequacy with the requirements of the ICMCI / IMC Standard	Cross reference to relevant documents here
<b>A. RECRUITMENT AND INDUCTION</b>			
<p>The selection process for consultants shall be according to objective criteria within a job and person specification.</p> <p>All new entrants shall receive induction training that covers at least the organisation of the consulting practice, management of the practice, the services provided, examples of assignment work and operating standards, legal responsibilities, personnel policies, and the role of the ICMCI / &lt;Institute&gt; in setting and maintaining professional standards.</p>	<b>Overall recruitment policy of new consultants</b>		
	<b>Person specifications</b>		
	<b>Job specifications</b>		
	<b>Selection process</b>		
	<b>Selection criteria</b>		

Document Title	Accredited Consulting Practice Scheme – Statement of Equivalence – Professional Development Process	Version #	2.0
Document Authority	PSC	Status	Draft
System Reference	ICMCI-ACP-004	Date	20/05/2013

Requirements Consulting Practice	Assessment area	Consulting Practice	Relevant Documents
		Describe your Standard under each heading, demonstrating equivalence and adequacy with the requirements of the ICMCI / IMC Standard	Cross reference to relevant documents here
<b>A. RECRUITMENT AND INDUCTION - continued</b>			
The consulting practice must provide evidence of: <ul style="list-style-type: none"> <li>- overall recruitment policy of new consultants</li> <li>- person specifications</li> <li>- job specifications</li> <li>- selection process</li> <li>- selection criteria</li> <li>- detailed induction policy</li> <li>- training schedules / briefings of induction sessions</li> <li>- desired outcomes of induction</li> <li>- testing of outcomes of induction</li> </ul>	<b>Detailed induction policy</b>		
	<b>Training schedules/ briefings of induction sessions</b>		
	<b>Desired outcomes of induction</b>		
	<b>Testing of outcomes of induction</b>		

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<b>B. TRAINING, DEVELOPMENT AND ASSESSMENT POLICY AND PROCESSES</b>			
<p>All management consultants within the consulting practice must provide evidence (development) of competence and awareness under each of the headings below to the equivalent of the standard set by the ICMCI / &lt;Institute&gt; for the assessment of management consultants:</p> <p><i>Values and Behaviour:</i></p> <ul style="list-style-type: none"> <li>-beliefs: values, ethics, professionalism</li> <li>- analytical skills</li> <li>- relationships</li> <li>- personal development</li> </ul> <p><i>Technical competencies:</i></p> <ul style="list-style-type: none"> <li>- specialisation</li> <li>- consultative</li> </ul> <p><i>Business insight:</i></p> <ul style="list-style-type: none"> <li>- consultant business</li> <li>- client business</li> </ul>	<b>Competencies in use or under development</b>		
	<b>How the competencies are developed monitored and reviewed</b>		
	<b>Who is involved in the development, monitoring and review of the competencies?</b>		
	<b>Who has final responsibility for the acceptance of competencies as policy?</b>		
	<b>Rationale of how these competencies match or are equivalent to the ICMCI / &lt;Institute&gt; competencies</b>		
	<b>Fit between the practice's competencies and recruitment, training, induction, appraisal etc.</b>		

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<p>The consulting practice must provide evidence of:</p> <ul style="list-style-type: none"> <li>- competencies in use or under development</li> <li>- how the competencies are developed, monitored and reviewed</li> <li>- who is involved in the development, monitoring and review of the competencies and who has final responsibility for their acceptance as policy</li> <li>- rationale of how these competencies match or are equivalent to those being used by &lt;Institute&gt;</li> <li>- fit between the practice's competencies and recruitment, training, induction appraisal etc</li> <li>- individual training and development records</li> <li>- timeframe for training and development</li> <li>- responsibility for training and development</li> </ul>	<b>Individual training and development records</b>		
	<b>Timeframe for training and development</b>		
	<b>Responsibility for training and development</b>		
	<b>Consultant influence on his or her own training and development</b>		
	<b>Shadowing of more experienced consultants</b>		
	<b>Supervision of consultants</b>		
	<b>Mentoring of consultants</b>		

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<ul style="list-style-type: none"> <li>- consultant influence on his or her own training and development</li> <li>- shadowing of more experienced consultants</li> <li>- supervision of consultants</li> <li>- mentoring of consultants</li> <li>- feedback / discussion / problem solving sessions.</li> </ul>	<p><b>Feedback / discussion / problem solving sessions</b></p>		
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<b>C. APPRAISAL / PERFORMANCE REVIEW / REWARD</b>			
<p>All aspects of appraisal, performance review and reward must be fully documented, used according to the documentation and fully understood by all consultants.</p> <p>The consulting practice must provide evidence of:</p> <ul style="list-style-type: none"> <li>- a comprehensive and coherent appraisal policy</li> <li>- how the performance of consultants is assessed against the required competencies</li> <li>- who is assessing (post held / experience of assessment / qualifications etc)</li> <li>- links between performance review, competencies and reward</li> <li>- consequences of failure to demonstrate the competencies within a specific timeframe</li> </ul>	<b>A comprehensive and coherent appraisal policy</b>		
	<b>How the performance of consultants is assessed against the required competencies</b>		
	<b>Who is assessing (post held /experience of assessment / qualifications etc)</b>		
	<b>Links between performance review, competencies and reward</b>		
	<b>Consequences of failure to demonstrate the competences within a specific timeframe</b>		

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