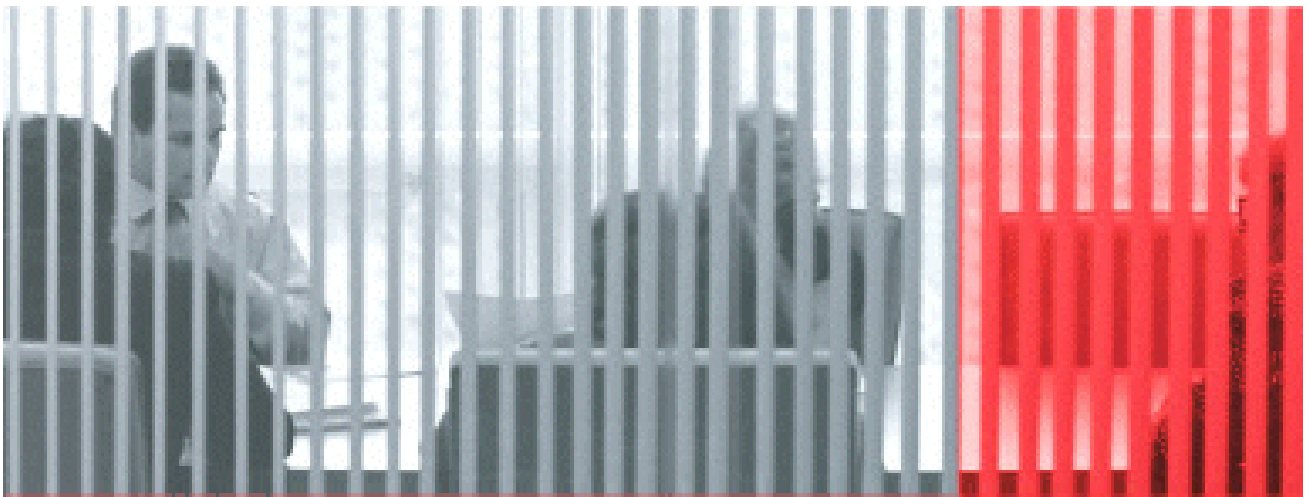




# How to achieve CPRM status

By Peter Moore



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## Overview

This article has been written to provide an insight into how to achieve Certified Practicing Risk Manager (CPRM) status. It is aimed at assisting those who desire to achieve industry recognition, through practical tips and guides.

## Eligibility criteria

There are five criteria which must be satisfied prior to applying for the CPRM. Applicants must:

- Be a member of the Risk Management Institution of Australasia (RMIA)
- Have at least five years' practical risk management experience at a supervisory or management level
- Have qualifications of degree or higher (AFQ VII or higher)
- Agree to abide by the code of ethics
- Meet or exceed the CPRM program's competencies

## The application

Having determined that the eligibility criteria have been met, the next step is to obtain the application form from RMIA and commence the process. The application form explains in detail how applicants will be assessed. The assessment is based on a competency basis, meaning that the candidate must be able to demonstrate his or her competency. The demonstration of competency is done via a work portfolio containing evidence demonstrating that the criteria have been met, coupled with attendance at an assessment weekend.

## The competency model<sup>1</sup>

The CPRM application includes the competency model used which is detailed in Table 1 overleaf.

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<sup>1</sup> Risk Management Institution of Australasia

**Table 1: CPRM Competency Model**

Area	Body of Risk Management Knowledge	Application of the Risk Management Body of Knowledge	Attributes of a CPRM*
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Risk management philosophy, principles and concepts</li> <li>• Risk management processes, terminology, methods, tools and techniques</li> <li>• Elements of risk management framework, program and system development and implementation</li> <li>• Aspects and considerations for developing and organisational risk culture</li> </ul>	<ul style="list-style-type: none"> <li>• Apply risk management philosophy, principles and concepts</li> <li>• Apply the risk management process, terminology, methods, tools and techniques</li> <li>• Develop and implement risk management frameworks, programs and systems</li> <li>• Facilitate the development of organisational risk culture</li> </ul>	<ul style="list-style-type: none"> <li>• Communicates</li> <li>• Analyses</li> <li>• Concludes</li> <li>• Influences</li> <li>• Leads</li> <li>• Challenges</li> <li>• Facilitates</li> <li>• Motivates</li> <li>• Encourages</li> <li>• Evaluates</li> <li>• Strong ethics</li> <li>• Investigates</li> <li>• Researches</li> <li>• Educates</li> <li>• Consults</li> <li>• Mentors</li> <li>• Advises</li> <li>• Prioritises</li> <li>• Manages</li> <li>• Adapts</li> <li>• Resource manages</li> <li>• Monitors and controls</li> <li>• Manages data and information</li> <li>• Strategises</li> <li>• Organised culture</li> <li>• Plans</li> <li>• Develops</li> <li>• Has integrity</li> <li>• Openness</li> <li>• Counsels</li> </ul>
<b>Assessment loading</b>	<b>40%</b>	<b>40%</b>	<b>20%</b>

\* A CPRM applicant must provide evidence against any ten of the above attributes

## Planning

If after reading through the application form it is considered that the applicant can satisfy the assessment criteria, the next step involves planning the application. This is critical, as sufficient time is required to prepare the necessary information and collate it in such a way as to meet the expectations of the assessment panel. Most applicants for the CPRM are busy professionals with a heavy workload. Whilst the CPRM application requires a level of commitment to the process, with careful planning the work can be done in an orderly fashion.

Check the application date and the weekend assessment date to ensure sufficient time exists to prepare the evidence portfolio, and to complete all sections of the application. The portfolio of evidence must be submitted **one week prior** to the assessment weekend.

**Tip number 1**

*Do not rush the application process as it may lead to some of the selection criteria not being fully met.*

## **Time required to achieve CPRM**

The time required to complete the application form and prepare the evidence portfolio will vary from applicant to applicant. It will also depend upon the accessibility of the evidence considered appropriate for assessment. The CPRM is a hallmark of professional depth and risk management competency of the applicant. Whilst the process is thorough, it should not deter applicants from applying once satisfying themselves at the eligibility verification stage of the process.

As a general rule of thumb, the number of hours to prepare for the assessment (completing the application documentation and preparing the evidence portfolio) will be between thirty and fifty hours. Planned well in advance of the assessment weekend, the preparation time can be spread over a period of time making it achievable for any applicant.

**Tip number 2**

*The more thorough the preparation of the evidence portfolio the better chance of achieving CPRM status!*

## **Preparing the evidence portfolio**

A range of material is acceptable to the assessment panel including: examples of reports; case studies of past work carried out; PowerPoint presentations (hard copy), performance reviews from management (for employees), client reports and feedback (for consultants). Consideration needs to be given to the following issues:

- Where is the information located (hard drive, archive etc)?
- How easy will it be to obtain the evidence?
- How confidential is the information that is being considered for submission?

Some information may be difficult to retrieve, particularly if it was carried out four or five years ago. Consideration will therefore need to be given as to the type of evidence that is considered for submission.

The application form recommends fifteen to thirty pieces of evidence be submitted in one ring binder.

## **Other documentation**

Obtaining copies of academic records and transcripts may take time, particularly if the qualification was obtained many years ago, or the applicant has relocated in recent years. If academic records are not available but the degree certificate is, then the original can be scanned and endorsed.

The PowerPoint presentation needs to be short (ten slides). It can address an area not covered in the application, or expand on one or more of the areas of competency.

**Tip number 3**

*If the applicant is confident that all criteria have been met in the application, use the presentation to reinforce the attainment of all competencies.*

## Constructing the evidence portfolio

Using a lever arch binder and creating the relevant sections will assist in the collation and presentation of material. Preparing sections with tabbed markers will allow easy collation of material by the applicant, and easy access by the assessment panel. Diagram 1 illustrates how the binder can be partitioned into sections to allow access to the material by the assessors.

**Diagram 1: Submission Binder Partitions**

Section tab name	Sub-section tab name
Section 1	Covering letter Application form Character reference form Transcripts (education)
Section 2	Table of contents 1 2 3 4 5 ⋮ 18 19 20
Section 3	Presentation

In some cases one piece of evidence may satisfy more than one criterion. Careful evaluation of each criterion will assist in determining which piece of work best satisfies the criteria.

**Tip number 4**

*Provide a table of contents numbering each piece of evidence. State which criteria (1 to 5) which the evidence addresses and the year the work was carried out.*

**Tip number 5**

*Place the evidence in marked dividers (1-20 or as many pieces of evidence that are prepared). This makes it easy to access each piece of evidence.*

## The assessment weekend

The assessment weekend is the opportunity for the applicant to demonstrate their knowledge and competencies against the competency model. The job of the assessment panel is to determine whether the candidate meets the criteria for CPRM status. The applicant will undergo a number of assessment sessions over the weekend, including an assignment to be conducted either on their own or with other applicants on the Saturday evening.

The process of assessment is thorough, and so long as the applicant has met the criteria he or she will be able to demonstrate the required competencies over the weekend assessment period.

The assessment is not a test, but an evaluation of competency. Whilst the panel will ask direct questions, and at times ask a similar question to one already asked at a different stage of the process, this should be seen as part of the process of evaluation. The CPRM is the pinnacle of the risk management profession, and as such the assessment of applicants should be a thorough and rigorous process.

The value of contacts made at the assessment weekend and the sharing of knowledge from other applicants cannot be underestimated. Not only is it an assessment of the applicant's capabilities with respect to meeting the assessment criteria, it is an opportunity to learn more about the risk management profession.

### **Tip number 6**

*Keep and open mind when attending the assessment weekend. The process is designed to assess applicant competency and not to throw applicants off their feet!*

## Summary

The CPRM is the risk management industry mark of professionalism. Applicants who satisfy the eligibility criteria should be encouraged to apply for CPRM status. With planning and preparation, the task can be managed by anyone who aims to achieve the status and professional standing and recognition of the CPRM.