



Your Chartered Membership Application Guidance

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1.1 Becoming Chartered

CIMSPA is the Chartered professional development body for the UK's sport and physical activity sector, providing leadership, support and empowerment for professionals working in the sector.

The institute's vision is: "Shaping a recognised, valued and inclusive sport and physical activity sector that everyone can be part of".

As an organisation our purpose is to lead and support the sector to create a respected, regulated and recognised sector that has an emphasis on equality, diversity, inclusion, skills and behaviours, to open up and increase employment and volunteering opportunities for people from a broader range of backgrounds and experiences.

We will work across all the stakeholders to embed a robust, cost-effective, localised approach that will systemise how we support, develop and enable a more diverse workforce of professionals and organisations to succeed in the sport and physical activity sector and, as a result, inspire our nation to live a healthy lifestyle

In doing this we will help nurture talent, develop careers, inspire professionalism and set clear regulatory standards for success, continuing the development of a modern, inclusive, prosperous and respected sport and physical activity sector.

In pursuit of advancing CIMSPA's purpose we award Chartered Member and Chartered Fellow statuses to members of the institute who meet the professional status requirements.

Chartership is the hallmark of outstanding professionals, who not only meet the relevant professional standards upheld by the institute, but also pursue the advancement of themselves and the sport and physical activity sector, which all sector professionals should aspire to achieve.

1.1.2 What benefits will I receive?

As a Chartered Member or Fellow of CIMSPA you will have access to exclusive benefits that show your achievement to the rest of the sector including:

- Post-nominal letters - For Chartered Member: MCIMSPA (Chartered) and for Fellow: FCIMSPA (Chartered).
- Your entry in the CIMSPA membership directory - a statement to employers and the public of your professionalism shared with employers and customers.
- Your verified online profile, shareable with employers and customers.

- CIMSPA Academy - access to FREE endorsed CPD eLearning.
- Recognition and status - you are a Chartered Member or Fellow of the of the sector's only Chartered professional body.
- The right to use the Chartered or Fellow membership logos.
- Print copy of S&PA Professional, the quarterly CIMSPA magazine and access to our digital archive.
- CIMSPA member bulletin - curated selection of guidance, useful resources and news.
- S&PA Extra - our magazine's monthly digital newsletter.
- Sector job vacancy information.

1.2 The Chartered Categories

Chartered status is the hallmark of distinction awarded to those who have demonstrated true excellence, innovation and impact within their field.

A Chartered member or Fellow meets the sector standards with qualifications, continuous professional development, experience and expertise that underpin their multiple areas of discipline and outstanding competencies. You have been assessed to confirm a thorough understanding and demonstration of your wide-ranging capabilities.

1.2.1 Chartered Member – MCIMSPA (Chartered)

A Chartered Member status is aimed at individuals who are a recognised CIMSPA member and are professionally active in a position of delivery, administration, development, management, research, or academia within the sport and physical activity sector, and who meet the Institute's requirements of meeting further professional standards, experience, continuous professional development and other regulations as prescribed by CIMSPA. To apply for Chartered Member status, you must be able to evidence how you have met the requirements for this category outlined in this document. The Chartered categories available for Chartered Member are: Activity & Health Practitioner, and Manager.

1.2.2 Chartered Fellow – FCIMSPA (Chartered)

A Chartered Fellow is an individual who is recognised as a CIMSPA member and is professionally active in a position of delivery, administration, development, management, research, or academia within the sport and physical activity sector, and comply to the Institute's requirements of meeting further

professional standards, experience, continuous professional development and other regulations as prescribed by CIMSPA. They will be central to development of business systems or innovators in product development or research. To apply for Chartered Fellow status, you must be able to demonstrate and evidence your significant contribution and further requirements for this category outlined in this document. The Chartered categories available for Chartered Fellow are: Manager.

Potential eligible roles: Senior Manager, Head of Athlete/Player Support, Director of Practitioners, Higher Education level research.

1.3 Entry requirements

Pre-requisites

To be eligible to submit your application for Chartered Member you must first meet the following pre-requisites:

- Achieved endorsement by CIMSPA and maps to one of the following professional standards:
 - Personal Trainer (see Appendix C)
 - Coach
 - Group Exercise Instructor
 - General Manager
 - Senior Manager

Any individual applying for Chartered status must be a CIMSPA member at the time of their application and be “professionally active” in the role that they are applying for. As a guide, individuals who hold a Chartered status have on average been professionally active in their role for several years.

Individuals not holding a CIMSPA recognised qualification for their current role will be required to prove further evidence of their experience and professional contributions in their current role/field.

Applicants will be required to have verified their professional competence for the role they are fulfilling. This can be secured via endorsement from someone in a Senior Management position [or similar] within a CIMSPA recognised partner organisation a Senior Manager who is a CIMSPA member or via a pre-Chartered screening process with CIMSPA.

Individuals not holding CIMSPA recognised qualifications for their role will require endorsement from a CIMSPA member in a Senior Management position or a CIMSPA partner organisation.

1.3.1 Are you eligible?

You need to be “professionally active” in the role or field that you are applying to become Chartered and:

- have a proven track record in sport, leisure, and activity programmes.
- have up-to-date knowledge of current practices and application of them within the role you fulfil within the sector.
- hold CIMSPA membership.
- have proven professional competence within your role.
- be professionally active in your role.
- maintained continuous professional development.
- met the requirements of the CIMSPA code of conduct.

1.4 Continued Professional Development

CIMSPA members are required to complete continued professional development (CPD) each membership year to maintain their status within a recognised and respected profession. Chartered members agree to meet the institute’s formal continuing professional development programme. CIMSPA reserves the right to request evidence of CPD undertaken at our discretion.

2.0 Chartered Application Process

There are three routes to Chartered status designed to ensure an inclusive approach:

Route 1: For those who meet the criteria of experience, qualifications and have demonstrated and fulfilled the key professional competencies, which are endorsed by a CIMSPA accredited employer partner and/or CIMSPA member in a Senior position.

Route 2: For those who meet the criteria of experience and qualifications, but do not have a verifiable key competency assessment from a CIMSPA accredited employer partner and/or a CIMSPA member in a Senior position.

Route 3: For those with a depth of experience and verifiable key competency assessments from a CIMSPA accredited employer partner or a CIMSPA member in a senior position, but do not have the prescribed CIMSPA recognised qualifications.

2.0.1 Cost of application

Application Route	Application Cost
Route 1	£200
Route 2	£250
Route 3	£250

2.0.2 Chartered Membership Fees

Membership Category	Annual Membership Cost
Chartered Manager Member	£195
Chartered Manager Fellow	£225
Chartered Activity and Health Practitioner	£140

You must be a member to apply for Chartered membership and the cost of CIMSPA's annual membership fees will be pro-rated to coincide with your existing membership year.

2.1 Chartered Application Stages

The Chartered application process is made up of three significant stages:

Stage 1 - Initial application and pre-screening exercise

The first stage of the application process is to submit your Chartered application form with your CV. Use the below matrix to identify the route you are eligible for. The pre-screening exercise will provide the Chartered process assessors valuable information about your knowledge, skills and behaviours. For Activity and Health Practitioner, this will also identify your current working environment and sector including specific population groups that you have worked with, (See Appendices A & B).

Stage One – The required pre-requisites and your application route		
Route 1	Route 2	Route 3
Yes, I have the prescribed level of experience and CIMSPA recognised qualifications in my current role	Yes, I have the prescribed level of experience and CIMSPA recognised qualifications in my current role	I DO NOT have a CIMSPA recognised occupational qualification against a professional standard, but I DO meet the experience criteria for my current role.
Yes, I have an endorsement of professional competencies from a CIMSPA employer partner or a line manager/senior manager or director who is a CIMSPA member.	I DO NOT have an endorsement of professional competencies from a CIMSPA employer partner or a line manager/senior manager or director who is a CIMSPA member.	Yes, I have an endorsement of professional competencies from a CIMSPA employer partner or line manager/senior manager or director who is a CIMSPA member.
<p>To submit your application form, you will require:</p> <ul style="list-style-type: none"> > Your CV outlining your employment profile, education, qualifications, CPD and attended sector events > Payment details > If your employer is paying, we are able to accept a Purchase Order and issue an invoice. Please contact chartered@cimspa.co.uk > Once submitted, you will be sent the appropriate form to complete your pre-screening exercise. 	<p>To submit your application form, you will require:</p> <ul style="list-style-type: none"> > Your CV outlining your employment profile, education, qualifications, CPD and attended sector events > Payment details > If your employer is paying, we are able to accept a Purchase Order and issue an invoice. Please contact chartered@cimspa.co.uk > Once submitted, you will be sent the appropriate form to complete your pre-screening exercise. 	<p>To submit your application form, you will require:</p> <ul style="list-style-type: none"> > Your CV outlining your employment profile, education, qualifications, CPD and attended sector events > Payment details > If your employer is paying, we are able to accept a Purchase Order and issue an invoice. Please contact chartered@cimspa.co.uk > Once submitted, you will be sent the appropriate form to complete your pre-screening exercise.
<p>To complete your pre-screening exercise, you will be required to submit the following documents:</p> <ul style="list-style-type: none"> > Your letter of endorsement > Your Personal Development Plan > Qualification(s) and CPD activity 	<p>To complete your pre-screening exercise, you will be required to submit the following documents:</p> <ul style="list-style-type: none"> > Your Personal Development Plan > Qualification(s) and CPD activity > Your 200 word response to the pre-chartered screening brief 	<p>To complete your pre-screening exercise, you will be required to submit the following documents:</p> <ul style="list-style-type: none"> > Your letter of endorsement > Your Personal Development Plan > Qualification(s) and CPD activity > Your 200 word response to the pre-chartered screening brief
<p>The pre-screening Chartered brief: Please outline how you have the required breadth of experience to meet the requirements of the Chartered competencies. Please include aspects of key technical knowledge that allows you to evaluate and analyse the theory of current practices and methods.</p>		

Stage Two – Meeting your assessor to completing your professional discussion

From this point, compile and submit a portfolio of evidence. Submit evidence of meetings, statistics, or any other documents that you intend to refer to within your responses within the professional discussion. Your assessor is here to guide you through this process.

Prior to the professional discussion, your assessor will be in contact with you to arrange a convenient time and day for the professional discussion and will be available to answer any queries that you may have.

You will be sent a copy of the questions, a minimum of 5 working days in advance of the online discussion. This is to allow you time to prepare and evidence your responses. The questions for your role may be adjusted to reflect the population groups and environments that you currently operate with.

Evidence to support your responses in the professional discussion must be submitted via sync.com, which is a secure system, at least 24 hours before your professional discussion. The types of evidence that you may consider submitting could include your personal development plan, appraisals, minutes of meetings, strategic and operational plans, budgets, etc. Please note: Documents can be redacted before submission to maintain confidentiality.

Following the professional discussion, your responses to each of the questions will be transcribed by a machine generator and uploaded to your sync folder. This is your opportunity to review the transcript and to make any alterations and additions that you feel will strengthen or better reflect your answers to each question. You will have 5 working days for this review before resubmitting the transcript to your sync.com folder.

If you do not do this within 5 working days, it will be assumed that you are happy for the original transcript to be processed.

The professional discussion is normally an online event covering a period up to 3 hours in duration, but if you would prefer a face-to-face interview, then please contact the CIMSPA office. N.B. A Face-to-face interview will incur an additional charge.

How your application will be considered

Each question on the forwarded paper, sent to you before the professional discussion will list the criteria against which your responses will be reviewed and scored. It is important in your preparations to consider your answers to each subject area and whether it provides evidence against each of the listed criteria.

Stage Three – Assessment and Internal Verification

Once the assessor has processed your responses it will be forwarded for Internal verification. The outcome of this process will take up to 20 working days in duration and will be filed by the CIMSPA office.

The memberships committee meet on a quarterly basis and will sample the cohorts processes before awarding Chartered status. You will be informed of the outcome following this.

3.0 Appeals and complaints

The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) has established procedures for raising an appeal against a decision that CIMSPA has made regarding a member, partner or its own practices, and appeals that a CIMSPA member or partner may wish to make, regarding a decision that CIMSPA made, about the member or partner.

3.1 How would I complain?

Should you feel CIMSPA have failed to deliver on the high levels of service standards we aspire to deliver or have breached our policies and procedures we encourage you to report this to us through our formal complaint procedure.

By doing this you are helping CIMSPA better understand our member experience and provide us the opportunity to improve our products and services.

To submit a complaint to CIMSPA, please complete the form found [here](#)

The CIMSPA complaints policy can be found [here](#)

3.2 When would I appeal to CIMSPA?

Should you feel CIMSPA have failed to follow due process or there has been procedural defect in your Chartered journey you are able to raise this with CIMSPA through our formal appeals process.

CIMSPA aims to ensure members receive fair and consistent consideration and where this is not achieved, provide a mechanism to rectify any errors that may occur and improve policy, procedure, or systems.

To submit an appeal to CIMSPA, please complete the form found [here](#)
Appeals must be submitted within 20 working days of receipt of the decision from CIMSPA.

The CIMSPA appeals policy can be found [here](#)

FAQ's

How long does the Chartered process take?

This depends on when you feel ready to undertake the professional discussion. You have a three-month assessment window to complete the process and results will be issued following moderation by the membership committee who meet once per quarter.

Who should I get in touch with to get updates on my progress?

In the initial application stage, Minal Hawkins on Chartered@cimspa.co.uk

Once you have been allocated a Chartered process assessor, they will support you in the lead up to your professional discussion assessment process and Minal is also available to assist.

Who do I contact if I require additional support?

Minal Hawkins can be contacted on Chartered@cimspa.co.uk

My job role is both operational and strategic, can I become recognised for both?

Yes, but you may need to undertake a second assessment for Fellow.

Can my employers pay for my Chartered application on my behalf?

Yes, we are able to accept a Purchase Order and issue an invoice to your employer.

Can I pay for my application in instalments?

Full payment is required before you can undertake your professional discussion. For this reason, we ask that full payment is made at the time of your application.

Will I have to pay for my membership upgrade?

Your membership upgrade will be calculated on a prorated basis alongside your existing membership.

What happens if I have extenuating circumstances?

Minal Hawkins can be contacted on Chartered@cimspa.co.uk or 01509 498 402

Can I defer my application and complete my professional discussion at a later time?

You can defer your application once to the next cohort.

When can I try again if I am unsuccessful?

If you are unsuccessful this time, please do not be disheartened. There may be more demonstrable experience required and you will receive feedback from your assessor for clarity of such areas. To allow you time to meet the criteria and reflect, we ask that you wait 6 months to reapply.

Do I receive a full refund if I am not successful?

A refund will depend on the stage that you are in of your Chartered application.

If the Chartered assessor concludes that with the evidence you have submitted to support your application does not meet the requirements to be awarded Chartered status, CIMSPA will provide you with a full refund minus £50 for the administration fee.

If your application has been unsuccessful following the assessment of your professional discussion, you will not be eligible for a refund.

What if I need to reschedule my assessment?

Should you need to reschedule your application, there will be a £50 rescheduling fee.

What if I want to cancel my application?

Should you wish to cancel your application at any point outside of the 14-day cancellation period there will be a charge of £50 payable by the applicant.

Will my application be externally verified?

Yes, there will be an external verification by the Membership Committee on a quarterly basis to review process accuracy and consistency.

Appendix

Appendix A: Environments of practice for Health and Activity Professionals

1. Leisure Operators – Community Leisure
2. Health – GP Practice/Hospitals
3. Education – Schools/FE/HE
4. SME & Voluntary Sector – Clubs/Community Groups/Individuals
5. NGB's & Performance Sport – National/Regional Centres/Clubs

Appendix B: Population Groups for Health and Activity Professionals

1. People with long term health conditions
2. Antenatal & postnatal
3. Working with inactive people
4. Working with children
5. Working in a community environment
6. Working in the school environment out of curriculum

Appendix C: Professional Standard Topics to be evidenced by Personal Trainers

1. Lifestyle management and client motivation
2. Health and Wellbeing
3. Exercise programme design and delivery
4. Exercise technique
5. Nutrition
6. Information Technology
7. Professional Practice
8. Communication
9. Business Acumen

Templates can be made available upon request for Letter of Endorsement and Personal Development Plan

