

**QAC Assessment Worksheet on
Appendix 6
Certified Management Consultant (CMC)
Matrix of Preferred and Acceptable Assessment
Techniques (CMC006)**



This worksheet is used to confirm two methods are examined for each competence or to determine recommendations/comments for PSC/QAC on the methods.

Insert a list of your process documentation with an abbreviation:

1.

Competence Area	Competence	Sub-competence	Application	Qualifications	Client References	Written Examination	Case Study	Face to Face	Transfer comments /recommendations to forward to ICMCI QAC/PSC using Comment-Recommendation-Form-20150101.doc for document number CMC006
Business Competence	Client Business Insight	Understanding the Client	X	X	P	X	X	P	
		Client Business Knowledge							
		External Awareness							
	Consulting Business Insight	Consultancy Business Knowledge	X	X	P	X		P	
Commercial Aspects of Assignments									
Technical Competence	Functional Knowledge and skills	Knowledge and Skills	P	P	X	X	X	X	
	Sectorial Knowledge and experience	Functional expertise applied in one or more sectors							
Consulting Competence	Client Focus	Scoping Client requirements	X	X	P	X	X	P	
		Managing client interface							
		Partnering and networking							

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	Assignment Management	Managing successful outcomes	X	X	P	X	X	P	
		Planning							
		Managing the assignment							
		Working on all phases of a project							
		Managing handover to client							
	Consulting Knowledge	Using a logical process approach to capturing and building knowledge	X	X	P	X	X	P	
		Sharing knowledge and experiences with others							
		Applying knowledge, tools and technical expertise to support value creation, tailoring it to the specific needs of the client							
	Consulting Process	Presentation techniques	X	X	P	X	X	P	
		Written reporting techniques							
		Facilitation techniques							
		Coaching							
Mentoring									

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		Consensus building techniques							
		Collaborative working techniques							
	Tools and Methodologies	Selects and uses appropriate diagnostic tools, methods and techniques	X	X	P	X	X	P	
	Risk and Quality Management	Managing Risk and Issues	X	X	P	X	X	P	
		Managing Quality							
Ethics and Professionalism	Professional Behaviours	Ethical behaviour							
		Professional Behaviour			P	X	X	P	
	Analytical Skills	Problem solving approach							
		Decision Making and Recommendation		X	P	X	X	P	
		Innovation							
	Personal Interaction	Takes and maintains responsibility for own actions							
		Handles Complexity			P		X	P	
		Interacts effectively with others							
Demonstrates influencing skills									

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		Demonstrates communication skills							
Continued Learning and Development	Personal Development	Self-development	P	X	X			P	
		Actively seeks out new and appropriate tools	X	P	X	X	X	P	

Key to the Matrix and its use

1. In the above table:

P = a preferred technique for assessing the relevant competence sub-set
X = an acceptable technique for assessing the relevant competence sub-set.

This applies in general to the components of the competence sub-set, as well as to the competence sub-set overall.

- Two “preferred” techniques are available for each competence sub-set, as well as a variable number of “acceptable” techniques.
- It is an ICMCI mandatory requirement that in certifying a candidate, each competence sub-set should be assessed at least twice, using different techniques, in order to provide a balanced and fair perspective.
- It is an ICMCI mandatory requirement that at least one of these techniques should be a “preferred” technique.
- ICMCI mandatory requirements are that the certification process overall should combine each of three distinct aspects:

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- written submission from the candidate (which may include examination elements)
- external assessment – primarily from clients, but possibly including also colleagues
- face to face assessment by at least two qualified institute assessors.

Definitions of Assessment Techniques

The ICMCI definitions of assessment techniques appropriate for use during the certification process for CMC are as follows:

Assessment Technique	Definition	Transfer comments /recommendations to forward to ICMCI QAC/PSC using Comment-Recommendation-Form-20150101.doc for document number CMC006
1. APPLICATION Documentary evidence in the candidate's Application	The independent assessment by one or more qualified institute assessors of written evidence submitted in advance by a candidate. The written evidence should take the form of a portfolio including a curriculum vitae (CV), summaries of client assignments, a structured application form, and/or other suitable documentary evidence.	
2. QUALIFICATIONS Academic and professional Qualifications	Verifying that an individual has professional qualifications in their area of practise e.g. an accounting designation or an engineering qualification; and more general academic qualifications e.g. a university graduate, in accordance with the particular requirements of the national CMC standard.	
3.CLIENT REFERENCE Client (and other) third party references/testimonials	The evaluation by an independent assessor of client and possibly other third party references or testimonials. This is primarily independently collected written or telephone feedback from clients, but may also include managers and professional peers. This could take the format of standard questionnaires, or 360 degree techniques, or other means.	
4. WRITTEN EXAMINATION Written examination	A structured written evaluation to test candidates' knowledge of consulting theory, practice, concepts or ethics. This could take the form of a multiple choice or open answers and be delivered in traditional class room based examination or on-line.	

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Assessment Technique	Definition	
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5. CASE STUDY Detailed description of a client business situation requiring a solution (sometimes called an Engagement Summary)	Description of a detailed client business situation, to which candidates must propose a specific solution, including diagnosis of the issues, identification of options, and definition and justification of the proposed course of action., Such case studies may be undertaken in written or verbal form, and in single candidate or group situations. The candidates' responses should be assessed by one or more qualified institute assessors. The case study may be an assignment example provided by the candidate from his own experience, but if so it should be tested by questions from assessors during face to face interview.	
6. FACE TO FACE Structured face to face interview (including a presentation) with qualified assessors	A structured question and answer session with two or more independent qualified assessors who have received training about the Institute's CMC standard. This should normally include a presentation by the candidate on one or more recent client projects, or on a professional topic. Evidence must be formally recorded.	

NOTE: Use of Electronic Media

Where physical attendance at an assessment meeting is difficult (typically because of geographical remoteness), candidates may provide evidence through some form of electronic medium. This is not acceptable as a stand-alone assessment technique, unless it includes or is supported by some direct personal interaction, and the candidate is at some point visible to the assessors. For example, a video presentation followed by a conference call, or alternatively a full video conferencing session, would be acceptable as the equivalent of a face-to-face interview.

NOTE: Concerning the Relevance of Sponsors for Assessment

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“Sponsoring” is defined as “the declaration of a candidate’s skills, his overall professionalism, and his adherence to ethical standards by a CMC who is sponsoring or recommending an individual applying for CMC”. Whilst ICMCI recognises the use of sponsors as perfectly acceptable should countries so choose, it views sponsorship as an optional pre-qualification requirement to be met by CMC candidates, in advance of the certification process, not as an assessment technique for use in the certification process itself.

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Record of Changes

Version/Date	Change	By
1.0 / January 24 2014	Reissue to incorporate into CMC Certification Scheme Manual	PSC, Approved by ICMCI Trustees

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