

Guidelines for Accredited Consultancy Practice Presentations

The assessment process comprises a presentation by the practice on the procedures used in consultant recruitment and development, followed up by validation of the application of these procedures.

The objective is to demonstrate that the procedures employed are equivalent to, or better than, those required by the IMCA of individual applicants. The practice makes a presentation to members of the Membership Review Board (MRB) along the lines below:

Practice Information

- History of firm
- Organisation structure
- Services provided
- Clients & typical assignments
- Numbers employed and consultant 'grades'

Recruitment and Induction

- Recruitment process and selection criteria
- Induction courses, on the job training and / or introduction to assignments
- Use of sub-contractors and associates

Training and CPD

- Assessment of development needs
- Ongoing training and development - specific CPD programmes
- Annual requirement re hours of training and monitoring of same
- Emphasis on codes of conduct and ethical guidelines

Competence of Consultants

- Values and behavioural skills, technical competence and business insights.

Personnel Policies

- Performance reviews – annual and assignment
- Record keeping
- Procedures for assessment / grading / promotion

The presentation is likely to take 30 - 40 minutes and with time for questions the overall duration will be one hour or so. A copy should be provided to IMCA in advance.

An assessment will be carried out then or shortly after the presentation to validate the procedures described based on examples of their application.