Associate membership

Completing your statement of professional competence

Introduction

If you're applying to be an Associate via the **Experience Assessment Route**, you're required to complete a statement of professional competence as part of your application, demonstrating how your skills, competence and experience meet a minimum of 3 *Technical competences* and 3 *Leadership behaviours* at Operational Level, as set out in IIRSM's Risk Management and Leadership Competence Framework.

The competences and behaviours are presented generically so they can be interpreted and applied to different areas of practice and geographical locations. It is important that you apply them to the context of your own area of work, specialism, and location.

The different competences and behaviours within the framework include a list of bullets providing examples of the capabilities expected of somebody working at Operational Level. You only need to show how you meet a minimum of one bullet from each of your chosen competences and behaviours.

By the nature of the competences and behaviours, you will probably find you cover several areas in one example which is fine. For example, *Organisational Context*, *Data Management* and *Collaboration* or *Risk and Organisational Reporting*, *Project/Change Management* and *Influencing*.

Examples of professional statements of competence

Areas of competence - Data management / Risk and organisation reporting

As a risk analyst at Livonian Railways, it is my job to collect and disseminate risk data across the organisation, both for internal and external use. I have developed a timetable for what data is needed, where and when, and agreed this with my manager.

I have researched our external data needs and divided these into two broad categories – regulatory and other stakeholder information. Priority is given to regulatory data.

Internal data needs are driven by our Key Risk Indictors and Board reporting cycles, and part of my job is to ensure all managers are clear on what they need to send me for this, when and in what format.

As part of my role, I also carry out periodic reviews of data quality, and where there are problems, discuss these with the relevant managers, involving my own manager where necessary.

Areas of behaviour – Ethical / Determined

I am a junior safety manager for the El Adeel glass products company. We are a showcase company by the government in our country, and our directors are extremely keen to demonstrate positive implementation of company values throughout the firm. I have decided to take a lead in this in my area of the safety team.

We have developed and distributed posters, reflecting how our approach to safety underpins overall company values. We are also identifying examples of good and poor safety practice to discuss with both safety department management, and line managers, so that lessons can be learned, but also examples of good practice praised and communicated more widely, including with senior management.

Where safety performance is weak, I have been determined to ensure these are challenged. I am using the networks I have built at work and through IIRSM to identify the best means to do this.

STAR technique

You may find the STAR technique useful when completing your example statements. STAR is a structured technique to help you reflect, capture and describe your skills, experience and competence. Consider the role you played, the actions you took and the impact you had. The key to your statement of professional competence is about how you tell your story.

S – Situation - Use this section to briefly set the scene.

T – Task - Build on the background and outline the major tasks you needed to undertake to resolve/deliver your situation. Include how important or difficult it was to overcome, including any constraints.

A – Approach - Use this opportunity to outline the steps you took to ensure you successfully resolved/delivered the situation. The key to this section is to identify and convey the skills and knowledge used to achieve a successful outcome.

R – Results - This section should demonstrate the outcome/impact. Where possible, use quantifiable evidence to back them up.