Learning Outcomes and Assessment Criteria

The learning outcomes and assessment criteria for the Chartered Manager Degree Apprenticeship have been based upon the following:

- 1. DfEdefinition level 6 descriptor
 - critically, review, consolidate and extend a systematic and coherent body of knowledge, utilising specialized skills across an area of study;
 - critically evaluate new concepts and evidence from a range of sources;
 - transfer and apply diagnostic and creative skills and exercise significant judgment in a range of situations;
 - accept accountability for determining and achieving group and/or personal outcomes.

2. Ofqual level 6 descriptors

Summary	Knowledge and understanding	Application	Autonomy and accountability
Achievement at level 6 reflects the	Refine and use practical, conceptual or	Address problems that have	Take responsibility for planning
ability to refine and use relevant	technological understanding to create	limited definition and involve	and developing courses of action
understanding, methods and skills	ways forward in contexts where there	many interacting factors.	that are capable of underpinning
to address complex problems that	are many interacting factors.		substantial changes or
have limited definition.		Determine, refine, adapt and use	development.
	Critically analyse, interpret and evaluate	appropriate methods and skills.	
It includes taking responsibility for	complex information, concepts and		Initiate and lead tasks and
planning and developing courses	ideas.	Use and, where appropriate,	processes, taking responsibility,
of action that are able to underpin		design relevant research and	where relevant, for the work and
substantial change or	Understand the context in which the	development to inform actions.	roles of others.
development, as well as exercising	area of study or work is located.		
broad autonomy and judgement.		Evaluate actions, methods and	Exercise broad autonomy and
	Be aware of current developments in the	results and their implications.	judgement.
It also reflects an understanding of	area of study or work.		
different perspectives, approaches			
or schools of thought and the	Understand different perspectives,		
theories that underpin them.	approaches or schools of thought and		
	the theories that underpin them.		

Upon successful completion of the Chartered Manager Degree Apprenticeship, candidates will demonstrate:

- Knowledge and understanding acquired through formal learning and applied according to the business environment
- Skills acquired and demonstrated through continuous professional development in the workplace.

The candidate will: The Operational Strategy	sessment criteria e candidate can:	Assessment methods
1. Operational Strategy	e candidate can:	
•		
Knowledge – know and understand:		
1.1 How to develop and implement organisational strategy and plans, including approaches to resource and supply chain management, workforce development, sustainability, taking and managing risk, monitoring and evaluation, and quality assurance. 1.2 How to manage change in the organisation. owr 1.1. supplication in the organisation in the organisation.	1.1 Evaluate theories of organisational strategies and review on organisations strategy in the context of these 1.2 Analyse own organisations strategy for resource and pply chain management 1.3 Analyse own organisations strategy for workforce velopment 1.4 Interpret key principles of sustainability within own ganisation 1.5 Evaluate risk management models and review own ganisations approach to the identification and monitoring of k 1.6 Evaluate quality assurance models in the context of own ganisation 2.1 Critically evaluate change management models 2.2 Apply relevant model(s) to effectively manage substantial ange in a select area of own organisation	Portfolio will include evidence obtained using a range of assessment methods¹ to show that the candidate has understood and applied relevant organisational theories. Evidence must demonstrate that the candidate is able to apply theory to support the development, implementation and monitoring of organisational strategies and plans. Work-based project will be set within the context of own organisation's strategy and make efficient use of resources

¹ For example: the portfolio will include some of the following types of evidence to demonstrate achievement against the standard: reflective journal, , assessor observations, credible witness statements, 360 degree feedback, plans, projects, assignments, presentations, research projects, reports

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- 1.3 Support the development of organisational strategies and plans.
- 1.4 Develop and deliver operational plans; set targets and key performance indicators, manage resources, and monitor and measure outcomes to establish operational effectiveness, efficiencies and excellence.
- 1.5 Produce reports that clearly present information and data, using a range of interpretation and analytical processes.
- 1.6 Gain wide support to deliver successful outcomes.

- 1.3.1 Review own organisations strategies and plans and support further development of these
- 1.4.1 Develop operational plan to include realistic, measurable targets and key performance indicators
- 1.4.2 Demonstrate effective delivery of operational plan
- 1.4.3 Identify and manage appropriate resources to deliver plan
- 1.4.4 Accurately monitor and measure outcomes and evaluate results
- 1.5.1 Construct a range of detailed management reports and analyse and interpret these
- 1.6.1 Deliver successful outcomes demonstrating the effective use of wide support from a range of sources.

Interview will test knowledge and understanding of organisational strategy and the application of this.

2. Project Management

Knowledge- know and understand:

- 2.1 How a project moves through planning, design, development, deployment and evaluation.
- 2.2 Risk management models and reporting, risk benefit analysis and health and safety implications.

Skills - be able to

- 2.3 Plan, organise and manage resources in order to achieve organisational goals.
- 2.4 Identify key outcomes, develop and implement plans and monitor progress, and provide reports as required.
- 2.5 Proactively identify risk and create plans for their mitigation.

- 2.1.1 Analyse the key stages of a project and demonstrate the application of these
- 2.2.1 Evaluate risk management models and risk versus benefit
- 2.2.2 Present methods of reporting and monitoring risk, including health and safety, and the mitigation of identified risks
- 2.3.1 Exhibit the effective planning, organisation, and management of identified resources, demonstrating how this contributes to the achievement of project goals 2.4.1 Identify key project outcomes, developing and implementing plans to ensure that these are achieved 2.4.2 Monitor progress towards the achievement of project outcomes and produce reports that clearly demonstrate this

Portfolio will include evidence obtained using a range of assessment methods to show that the candidate has understood the project management process and has successfully applied this to produce positive outcomes.

Work-based project will follow the principles of project management as appropriate.

Interview will test knowledge and understanding of project management and how the

2.6 Initiate, lead and drive change within the organisation, identifying barriers/ challenges and how to overcome them.2.7 Use widely recognised project management tools.	2.5.1 Select and apply a risk management model to project, identifying and monitoring risks and actions to mitigate of these 2.6.1 Initiate, lead and drive change within a specific area of own organisation, identifying barriers/ challenges and presenting strategies to overcome these 2.7.1 Demonstrate the successful use of project management tools.	candidate has applied this to achieve successful outcomes.
3. Business Finance		
 Knowledge – know and understand: 3.1 Financial strategies, including budgets, financial management and accounting, and how to provide financial reports. 	3.1.1 Evaluate the importance of strategic financial management in relation to the organisational strategy 3.1.2 Assess the key elements of financial planning and review 3.1.3 Create and analyse financial reports 3.2.1 Evaluate the use of procurement and contracting and analyse their use within the context of own organisation	Portfolio will include evidence obtained using a range of assessment methods to show that the candidate has an understanding of financial management, is able to apply
3.2 Approaches to procurement and contracting, and legal requirements.3.3 Commercial context in an organisational setting and	3.2.3 Assess the legal requirements around procurement and contracting and how to comply with these 3.3.1 Assess the commercial context that own organisation operates within	this and analyse financial data and draw conclusions. Work-based project will include
how this changes over time.	3.4.1 Identify how a budget can be produced taking into	financial considerations as appropriate.
Skills – be able to:3.4 Manage budgets, control expenditure and produce financial reports.	account financial constraints and achievement of targets, legal requirements and accounting conventions 3.4.2 Demonstrate competent management of a budget ensuring control over expenditure in accordance with targets 3.4.2 Access financial data, assess its validity and produce clear financial reports that analyse data and draw conclusions.	Interview will test knowledge and understanding of business finance and how this has been effectively utilised by the candidate.
4. Sales and Marketing		
Knowledge – know and understand:	4.1.1 Evaluate sales and marketing theories to inform strategy	
4.1 How to create marketing and sales strategies.		

- 4.2 How to segment and target relevant markets and customers (global and local), analysis of opportunities and ways to market.
- 4.3 The need for innovation in product and service design.

Skills – be able to:

- 4.4 Use customer insight and analysis of data to determine and drive customer service outcomes and improve customer relationships.
- 4.5 Use creative approaches to developing solutions to meet customer need.

- 4.1.2 Assess methods for setting sales and marketing objectives
- 4.1.3 Explain methods for applying and monitoring the implementation of a sales and marketing plan
- 4.2.1 Critically evaluate types of market segmentation and apply to own organisations customer base
- 4.2.2 Analyse segments in relation to own organisation and propose a strategy to assist targeting
- 4.3.1 Explain the importance of innovation in product and design
- 4.3.2 Analyse approaches to innovation employed by own organisation making recommendations as appropriate
- 4.4.1 Analyse sources of information for customer insight and data
- 4.4.2 Demonstrate use of customer insight and data to determine and drive customer service outcomes and improve customer relationships
- 4.5.1 Demonstrate use of creative approaches in developing a range of solutions to meet customer needs and review the effectiveness of these.

Portfolio will include evidence obtained using a range of assessment methods to show that the candidate has understood sales and marketing theories and methods, and is able to analyse and use data to meet customer needs.

Work-based project will consider sales and marketing as appropriate.

Interview will test knowledge and understanding of sales and marketing and how the candidate has applied this to achieve beneficial results.

5 Digital business and new technologies Knowledge – know and understand:

- 5.1 Approaches to innovation and digital technologies and their impact on organisations, and how their application can be used for organisational improvement and development.
- 5.2 Innovation and digital technology's impact on data and knowledge management for analysing business decision-making.

- 5.1.1 Critically evaluate the impact of innovation and digital technologies on organisations
- 5.1.2 Evaluate the use of these for organisational development
- 5.1.3 Review the use of innovation and digital technologies in own organisation and make recommendations for improvement
- 5.2.1 Analyse the impact of innovation and digital technologies on data and knowledge management

Portfolio will include evidence obtained using a range of assessment methods to show that the candidate has understood the use of innovation and digital technologies and the use of data and knowledge management.

Skills – be able to: 5.3 Identify service/ organisational improvements and opportunities for innovation and growth, using qualitative and quantitative analysis of information and data and benchmarking against others.	 5.2.2 Demonstrate how this can be utilised for making business decisions 5.3.1 Demonstrate the use of qualitative and quantitative analysis of information to identify service/ organisational improvements and opportunities for innovation and growth 5.3.2 Analyse information and data to benchmark against others. 	Work-based project will include innovation and digital technologies as appropriate. Interview will test knowledge and understanding of the application of innovation, digital technologies, data and knowledge management to business.
Interpersonal Excellence – leading people and developing	·	
Learning outcome/ outcome required	Assessment criteria	Assessment methods
The candidate will:	The candidate can:	
 6 Communication Knowledge – know and understand: 6.1 Different forms of communication (written, verbal non-verbal, digital) and how to apply them. 6.2 How to maintain personal presence and present to large groups. 6.3 Interpersonal skills awareness including effective 	6.1.1 Evaluate different types of communication and the application of these analyse their strengths and weaknesses in different contexts 6.2.1 Determine how to maintain personal presence 6.2.2 Prepare and present successfully to large groups 6.3.1 Analyse own interpersonal skills and take responsibility to further develop of these	Portfolio will include evidence obtained using a range of assessment methods to show that the candidate is able to use all forms of communication appropriately and effectively, and demonstrate high level interpersonal skills in a variety
listening, influencing techniques, negotiating and persuasion. Skills - be able to: 6.4 Communicate clearly, effectively and regularly using oral, written and digital channels and platforms. 6.5 Use active listening and open questioning to	6.4.1 Show effective and appropriate use of all forms of communication 6.5.1 Use active listening and open questioning to structure conversations and discussions and demonstrate the use of these to challenge others when appropriate 6.6.1 Demonstrate confident and effective chairing of meetings including preparation and follow up	of contexts. Work-based project will be well structured and demonstrate good written presentation skills. Interview will review the
structure conversations and discussions, and able to challenge when appropriate. 6.6 Manage and chair meetings and clearly present actions and outcomes.		candidate's communication

6.7 Apply influencing and persuading skills, to the	6.7.1 Effectively apply influencing and persuading skills to the	style and their ability to
dynamics and politics of personal interactions.	dynamics and politics of personal interactions.	influence and negotiate.
7 Leading People		
Knowledge – know and understand:	7.1.1 Evaluate a range of leadership styles and models to include inclusive leadership	Portfolio will include evidence obtained using a range of
7.1 Different inclusive leadership styles and models, how to develop teams and support people using coaching and mentoring approaches.7.2 Organisational culture and diversity management.	7.1.2 Know own leadership style and how to adapt to situations 7.1.3 Evaluate the use of coaching and mentoring approaches to supporting people and developing teams 7.2.1 Evaluate types of organisational culture and how these are created	assessment methods to show that the candidate has understood the impact of leadership on culture and is able to lead and coach people.
Skills – be able to: 7.3 Articulate organisational purpose and values.	7.2.2 Explain diversity management and review approach in own organisation7.3.1 Explain purpose and values and analyse how effectively	Work-based project will include leading people as appropriate.
7.4 Support the creation of an inclusive, high performance work culture.	these are communicated and articulated in own organisation 7.4.1 Take actions that support the creation of an inclusive work culture	Interview will test knowledge and understanding of leadership and own leadership style, how
7.5 Enable others to achieve by developing and supporting them through coaching and mentoring.	7.4.2 Take actions that support the creation of an high performance work culture	this can be used to affect performance.
	7.5.1 Enable others to achieve by developing and supporting them through coaching and mentoring.	
8-Managing People		
Knowledge – know and understand:	8.1.1 Explain recruitment strategies and review the effectiveness of own organisations strategy	Portfolio will include evidence obtained using a range of
8.1 How to recruit, manage and develop people, using inclusive talent management approaches.	8.1.2 Examine inclusive talent management approaches and how this can be used to recruit, manage, and develop people 8.1.3 Analyse the use of inclusive talent management within own organisation	assessment methods that the candidate has understood and can apply inclusive approaches to recruitment and

8.2 How to use HR systems and processes to ensure	8.2.1 Discuss the use of HR systems and processes to ensure	management to meet
legal requirements, health and safety, and well-	legal requirements, health and safety, and well-being needs are	organisational needs.
being needs.	met	
8.3 How to set goals and manage performance.	8.3.1 Critically evaluate goal setting theories and models	Work-based project will include
	8.3.2 Set realistic achievable goals for others, monitoring and	managing people as appropriate
Skills – be able to:	managing progress towards these	
8.4 Build teams, empower and motivate others to		Interview will test knowledge
improve performance or achieve outcomes.	8.4.1 Demonstrate successful team building skills to	and understanding of people
8.5 Delegate to others, provide clear guidance and	significantly empower and motivate others	management.
monitor progress.	8.5.1 Identify and delegate tasks to others, demonstrating the	
	provision of clear guidance and the effective monitoring of	
8.6 Set goals and accountabilities.	progress to achieve positive results	
	8.6.1 Set realistic goals for others and ensure accountability.	
9 Developing Collaborative Relationships		
Knowledge – know and understand:	9.1.1 Describe the principles of stakeholder, customer and	Portfolio will include evidence
	supplier engagement and management	obtained using a range of
9.1 Approaches to stakeholder, customer and supplier	9.1.2 Analyse stakeholder, customer and supplier engagement	assessment methods to show
management, developing engagement, facilitating	and management in own organisation and identify strategies	that the candidate has
cross functional working and negotiation.	for improvement	understood collaborative
	9.1.3 Explain the benefits and challenges of cross-functional	relationships and has put these
9.2 How to shape common purpose, as well as	working and apply this method of working to deliver positive	into practice.
approaches to conflict management and dispute	results	
resolution.	9.1.4 Evaluate negotiation strategies and practice these	Work-based project will include
	9.2.1 Explain methods for shaping common purpose	collaborative relationships as
Skills – be able to:	9.2.2 Evaluate models of conflict management and resolution	appropriate.
	and successfully apply these	
		Interview will test knowledge
	9.3.1 Develop and maintain networks and relationships	and understanding of
		developing and sustaining

collaborative relationships.

elationships with people from a range of backgrounds and levels. e within a team environment. In influence and negotiate, being able to enging conversations and give we feedback. Industrial back aboratively with internal and external and suppliers. Extiveness – managing self ome/ outcome required e will: It is of self and others know and understand To be self—aware and recognise different	place with all people including those from different cultures, backgrounds and levels 9.4.1 Demonstrate useful contributions to a team environment 9.5.1 Demonstrate effective negotiation and influencing skills 9.5.2 Manage difficult conversations and give constructive feedback 9.6.1 Demonstrate collaborative working with internal customers 9.6.2 Demonstrate collaborative working with external customers and suppliers. Assessment criteria The candidate can: 10.1.1 Evaluate theories of learning styles and apply to self and others 10.2.1 Evaluate models of emotional intelligence and their use	Assessment methods Portfolio will include evidence obtained using a range of assessment methods
e within a team environment. Influence and negotiate, being able to enging conversations and give we feedback. Inboratively with internal and external and suppliers. Intiveness – managing self ome/ outcome required will: Is of self and others know and understand	9.4.1 Demonstrate useful contributions to a team environment 9.5.1 Demonstrate effective negotiation and influencing skills 9.5.2 Manage difficult conversations and give constructive feedback 9.6.1 Demonstrate collaborative working with internal customers 9.6.2 Demonstrate collaborative working with external customers and suppliers. Assessment criteria The candidate can: 10.1.1 Evaluate theories of learning styles and apply to self and others	Portfolio will include evidence obtained using a
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ve feedback. aboratively with internal and external and suppliers. ativeness – managing self ome/ outcome required a will: s of self and others know and understand	9.6.1 Demonstrate collaborative working with internal customers 9.6.2 Demonstrate collaborative working with external customers and suppliers. Assessment criteria The candidate can: 10.1.1 Evaluate theories of learning styles and apply to self and others	Portfolio will include evidence obtained using a
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will: s of self and others know and understand	The candidate can: 10.1.1 Evaluate theories of learning styles and apply to self and others	Portfolio will include evidence obtained using a
s of self and others know and understand	10.1.1 Evaluate theories of learning styles and apply to self and others	evidence obtained using a
know and understand	others	evidence obtained using a
	others	evidence obtained using a
o be self–aware and recognise different		
o be self–aware and recognise different	10.2.1 Evaluate models of emotional intelligence and their use	range of accomment mothed
	_	
ng styles.	in the workplace	to show that the candidate is
o use emotional and social intelligence,	10.2.2 Evaluate the concept of social intelligence and its use in	aware of self and others has
tive listening and open questioning to	the workplace	plans for self-development
effectively with others.	10.2.3 Explain the importance of active listening and open	that will enhance impact.
	questioning and demonstrate their uses in working with others	
e to:		Work-based project will
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on learning and development needs.	·	management of self as
	, and a second s	appropriate.
stand impact on others.	development needs	
		Interview will test the
		candidate's self-awareness,
		impact upon others, and
	on own performance, identifying and on learning and development needs.	on learning and development needs. development needs 10.3.2 Devise and implement strategies to address learning and

	10.4.1 Explain factors that influence impact on others, both	strategies for development of
10.5 Manage stress and personal well-being, being	positive and negative, and demonstrate a positive impact on	self.
confident in knowing core values and drivers.	others	
	10.5.1 Determine and apply stress management techniques in	
	the workplace to ensure personal well-being	
	10.5.2 Demonstrate confidence in knowledge of core values	
	and reflect these in own performance.	

11 Management of Self		
Knowledge – know and understand	11.1.1 Assess a broad range of techniques for managing time 11.1.2 Review own time management skills and create and	Portfolio will include evidence obtained using a range of
11.1 How to manage time, set goals, prioritise activities and undertake forward planning in a business environment with a focus on outcomes.	implement strategies to improve 11.1.3 Evaluate goal setting theories and models 11.1.4 Set achievable goals/ objectives for self and monitor progress towards these 11.2.1 Demonstrate use of time management techniques and	assessment methods to show that the candidate can effectively manage self and demonstrated plans for self-improvement.
Skills – be able to:	tools	
11.2 Create personal development plan, and use widely recognised tools and techniques to ensure the management of time and pressure effectively, and prioritisation and strategic alignment of activities.	11.2.2 Effectively manage own workload to achieve objectives 11.2.3 Align personal development objectives to the organisational strategy 11.2.4 Demonstrate on-going commitment to personal development.	Work-based project will demonstrate effective management of self to complete this. Interview will test the candidate's management of self including self development, and plans to maintain on-going CPD.
12 Decision Making		
Knowledge – know and understand	12.1.1 Critically evaluate research methods and the types of data generated	Portfolio will include evidence obtained using a range of
12.1 How to undertake research, data analysis, problem solving and decision-making techniques.	12.1.2 Analyse complex data and draw sensible conclusions	assessment methods to show
	12.1.3 Evaluate and apply problem solving techniques	that the candidate is able to use
12.2 The values, ethics and governance of your organisation.	12.1.4 Evaluate and apply decision making techniques 12.2.1 Describe and evaluate the values and ethics of your	strategies to solve problems and make decisions.

12.2	The values, ethics and governance of your
	organisation.

Skills – be able to:

Use evidence-based tools and ethical 12.3 approaches to undertake problem solving and critical analysis, synthesis and evaluation to support decision making.

- organisation
- 12.2.2 Review the impact of the governance of your organisation in terms of the decision making process
- 12.3.1 Demonstrate the use of evidence based tools to solve problems
- 12.3.2 Demonstrate the consistent use of critical analysis, synthesis and evaluation to support decision making 12.3.3 Use ethical approaches in problem solving and decision making.

Work-based project problem demonstrates factors affecting problem solving and decision making as appropriate.

Interview will test knowledge and understanding of decision making and how the candidate utilises information to inform this.

Behaviours required (developed and exhibited in the workplace)	Assessment methods
Takes responsibility	Portfolio will include evidence
	obtained using a range of
Drive to achieve in all aspects of work	assessment methods 360
Demonstrates resilience and determination	degree feedback from others to
when managing difficult situations	show that the candidate has
Seeks new opportunities underpinned by	demonstrated these behaviours
commercial acumen and sound judgement.	
	Interview may scrutinise and
	require examples of when and
	how the candidate
	demonstrates these behaviours
Inclusive	Portfolio will include evidence
	obtained using a range of
Open, approachable, authentic, and able to	assessment methods including
build trust with others	360 degree feedback from
	others to show that the

Seeks the views of others and values diversity internally and externally.	candidate has demonstrated these behaviours Interview may scrutinise and require examples of when and how the candidate demonstrates these behaviours
Agile	Portfolio will include evidence obtained using a range of assessment methods including 360 degree feedback from others to show that the candidate has demonstrated these behaviours Interview may scrutinise and require examples of when and how the candidate demonstrates these behaviours
Professionalism	e evidence
 Sets an example, and is ethical, fair, consistent and impartial Operates within organisational values and adheres to the CMI's Professional Code of Conduct and Practice. (http://www.managers.org.uk/policies/code-of-conduct-and-practice). 	obtained using a range of assessment methods including 360 degree feedback from others to show that the candidate has demonstrated these behaviours Interview may scrutinise and require examples of when and how the candidate demonstrates these behaviours