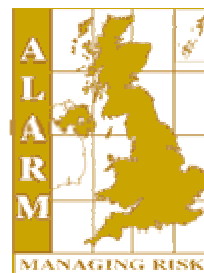


ALARM

The National Forum for Risk Management in the Public Sector



Registered Risk Practitioner Scheme Guidance 2007

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REGISTERED RISK PRACTITIONER SCHEME

GUIDE FOR APPLICANTS

What is the Registered Risk Practitioner Scheme?

The Registered Risk Practitioner (RRP) Scheme is designed to recognize the experience and qualifications of risk management practitioners, from a range of professional backgrounds, and to record their continuing professional development in the field.

Developed by ALARM, in conjunction with AIRMIC and the Institute of Risk Management, the RRP scheme is open to risk practitioners from the private, public and not-for-profit sectors.

The RRP scheme acknowledges the fact that many risk practitioners have developed into corporate risk management roles, often from a professional background, and holding qualifications, in related areas such as insurance, occupational health and safety, environmental or project management, accounting or auditing, security or fire safety, or as company secretaries and administrators.

The scheme therefore builds on the qualifications and designations awarded by a number of professional institutes and academic bodies, including the Institute of Risk Management, the Chartered Insurance Institute, the Institution of Occupational Safety and Health, and many others.

The Registered Risk Practitioner scheme offers a means by which professional standing and CPD in risk management can be recognised and rewarded. The scheme is a register that awards RRP status to corporate risk practitioners who can demonstrate that they have:

- A risk management or related qualification
- A minimum level of professional experience
- Continuing professional development

What are the benefits of achieving RRP status?

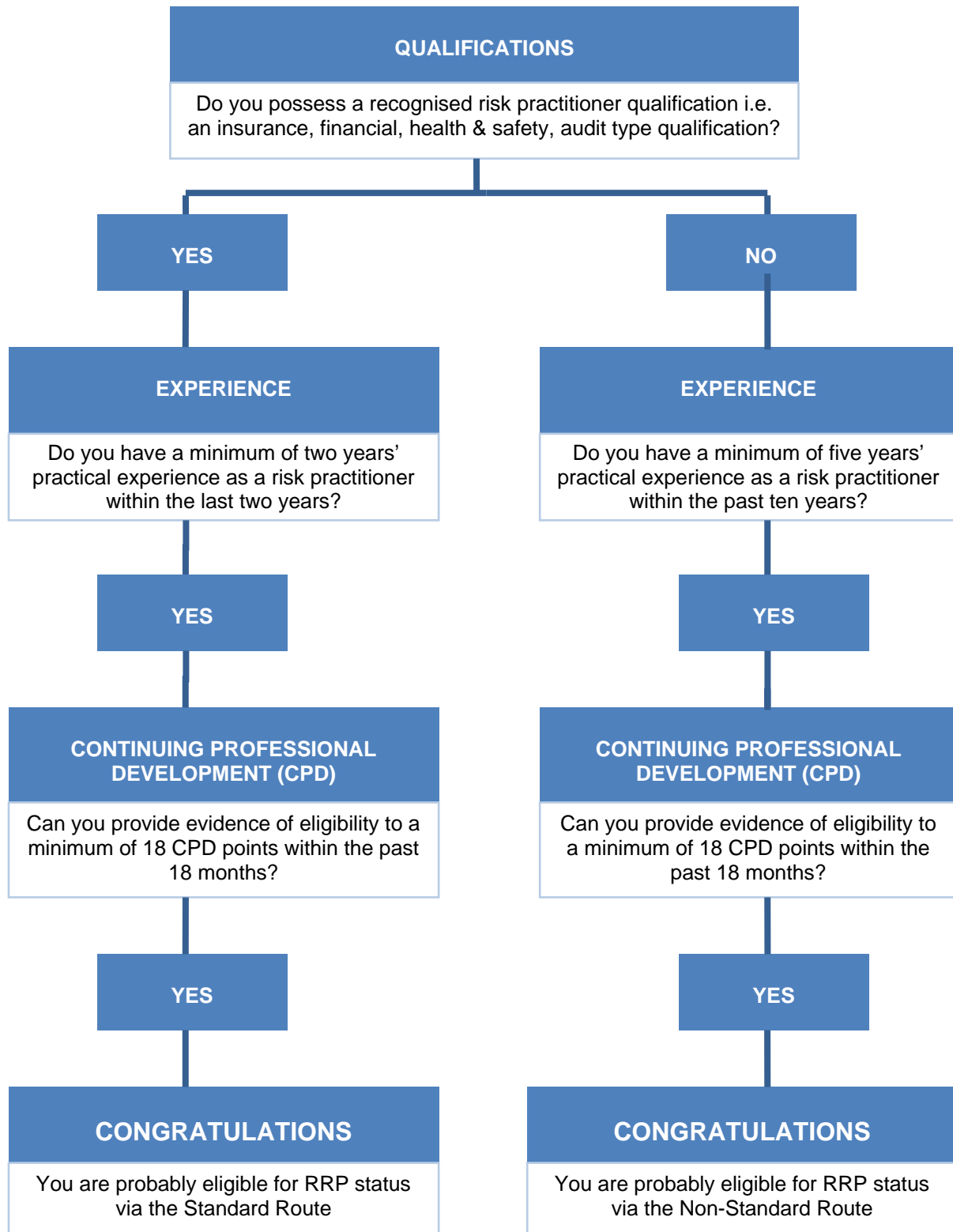
As the profession of corporate risk management has developed, so too has the demand for increased professionalism in the development and delivery of risk management solutions. With rapid changes in the nature and types of risk, the legislative environment and the expectations of stakeholders, there is a need for the risk practitioner to be able to demonstrate his/her professional standing and provide evidence of continuing professional development (CPD).

Achieving the designation of Registered Risk Practitioner helps meet these requirements by providing a recognised competency level for risk practitioners, which:

- Demonstrates competency levels for the purposes of internal / external audit, Comprehensive Area Assessment, etc.
- Enhances candidate's profiles with employers, prospective employers, clients and other stakeholders
- Improves status and recognition amongst your professional peers
- Encourages individual professional development

Who is eligible to apply?

Risk practitioners holding any of the eligible qualifications listed in Appendix 1, who can demonstrate an appropriate level of professional experience and continuing professional development in the field of risk management, are eligible to apply for Registered Risk Practitioner status. A brief outline of the RRP application process is shown in the diagram below.



Routes to achieving RRP status

There are two routes to achievement of Registered Risk Practitioner status:

- (1) The Standard Route, and
- (2) The Non-Standard Route

(1) The Standard Route toward achievement of RRP status requires a combination of:

- (a) Qualifications;
- (b) Experience; and
- (c) Continuing Professional Development

(a) Qualifications

A list of eligible qualifications is shown in Appendix 1. These include qualifications from risk management institutes, higher education bodies, and a range of professional associations.

(b) Experience

At least two years practical experience in a risk practitioner role, during the past five years.

(c) Continuing Professional Development

Eligible for a minimum of 10 CPD points, gained in two or more categories, within the preceding 18 months. A maximum of 8 points may be claimed in each of categories i to v, and 5 points in category vi. Points may be accumulated as follows:

- i. Continuing Education and Development: 2 points per course attended or module completed;
- ii. Conferences, Seminars, Workshops : 2 points per event attended;
- iii. Development / Delivery of Risk Management Training : 2 points per course developed / presented;
- iv. Professional Papers Presented / Published: 2 points per professional presentation (e.g. conferences, seminars, workshops) or paper published;
- v. Development / introduction of risk management policies, procedures, practices: 2 points per policy developed / introduced;
- vi. Other activities: membership of ALARM or other professional association committees; member of Special Interest Group; attending associated training (e.g. soft skills): 1 point per activity

(2) The Non-Standard Route applies where an applicant does not hold an eligible professional / degree qualification (see Appendix 1). In such cases, the decision to award RRP status will be based on a combination of:

- (a) Accreditation of Prior Experiential Learning (APEL);
- (b) Experience; and
- (c) Continuing Professional Development

(a) Accreditation of prior experiential learning

This involves the submission of an APEL proposal, which will be used as an initial assessment tool and to allocate suitable assessors as and if appropriate. The assessors will then discuss the proposal with the applicant and agree on what evidence is to be submitted that would demonstrate learning at a level commensurate with the level of qualifications required for the standard route (this could be a report, portfolio, etc.) Further details on this part of the assessment process are shown in Appendix 2.

(b) Experience

At least five years practical experience in a risk practitioner role, gained during the past ten years.

(c) Continuing Professional Development

As per the standard application route: a minimum of 10 CPD points, gained in two or more categories, within the preceding 18 months.

How do I apply?

If you wish to apply under the Standard Route, you should:

- Complete the application form
- Submit this with a copy of your eligible qualification(s)
- Pay the initial registration fee

If you wish to apply under the Non-Standard Route, you should:

- Complete the application form
- Submit this, along with a copy of your CV for initial consideration and the allocation of an assessor(s) as appropriate
- See Appendix 2 for further details on the APEL process

What happens if I am successful in achieving RRP status?

If your application is successful, you will receive a letter of congratulations and a Certificate, confirming your status as a Registered Risk Practitioner for a period of 12 months. You will also:

- Be entered onto the register of Registered Risk Practitioners
- Receive an RRP Badge
- Enjoy professional/peer recognition

How do I maintain my RRP status?

Holders of RRP status will be invited annually to complete a renewal form, which summarises relevant CPD activities in the preceding year. Renewal of RRP status is dependent on evidence of 8 CPD points having been gained in at least two of the categories listed above. Successful applicants will receive a fresh Certificate, dated for a further 12 months.

What does it cost?

The current fees are as follows:

Initial Registration Fee

Payable on application, covering all administration costs and the first year's registration:

Member (ALARM, AIRMIC or the IRM): £50 plus VAT

Non-members: £100 plus VAT

Annual Registration Renewal Fee

Member (ALARM, AIRMIC or the IRM): £25 plus VAT

Non-members: £50 plus VAT

Appeals Procedure

In the event that an applicant has been unsuccessful in applying for RRP status, and has reason to believe that the decision was wrong and/or procedurally unfair, there is a right to appeal the decision. The process for lodging an appeal is shown in Appendix 3.

APPENDIX 1: LIST OF ELIGIBLE QUALIFICATIONS

Awarding Body	Qualification / Course Title
<i>RISK MANAGEMENT</i>	
Institute of Risk Management (IRM)	Certificate in Risk Management (CIRM)
	Diploma in Risk Management (MIRM)
	Associate of the Institute of Risk Management (AIRM)
	Fellow of the Institute Risk Management (FIRM)
Various UK Universities	Undergraduate / Postgraduate degree in Risk Management
<i>INSURANCE</i>	
Chartered Insurance Institute (CII)	Certificate in Insurance Practice
	Associate of the Chartered Insurance Institute (ACII)
	Fellow of the Chartered Insurance Institute (FCII)
Various UK Universities	Undergraduate / Postgraduate degree in Insurance / Financial Services
<i>OCCUPATIONAL SAFETY & HEALTH</i>	
Institution of Occupational Safety and Health (IOSH)	Chartered member of IOSH (CMIOSH)
	Chartered Fellow of IOSH (CFIOSH)
	Irish Health & Safety Diploma meets criteria of CMIOSH
NEBOSH	NEBOSH Diploma Undergraduate / Postgraduate degree in Health & Safety
NVQ	NVQ Level 4 O.S.&H.
RoSPA	QSA Health & Safety 5-day Auditor Course
British Safety Council	Diploma in Occupational Safety & Health
	Diploma in Environmental Management
Various UK Universities	Diploma / Undergraduate / Postgraduate degree in Health & Safety

AUDIT AND ACCOUNTANCY	
Institute of Internal Audit (IIA)	Member of the Institute of Internal Audit (MIAA)
	Practitioner of the Institute of Internal Audit (PIAA)
Association of Chartered Certified Accountants (ACCA)	ACCA Qualification
	FCCA Chartered Certified Accountant
Institute of Chartered Accountants in England & Wales (ICAEW); Institute of Chartered Accountants of Scotland (ICAS); Institute of Chartered Accountants in Ireland (ICAI)	Chartered Accountant
Association of Accounting Technicians (AAT)	Fellow Member, Association of Accounting Technicians (FMAAT)
	Senior Member, Association of Accounting Technicians (SMAAT)
	Member, Association of Accounting Technicians (MAAT)
Chartered Institute of Public Finance & Accountancy	Chartered Public Finance Accountant (CPFA)
NVQ	NVQ Level 5 Ops. Management Finance
ENVIRONMENTAL MANAGEMENT	
Institute of Environmental Management and Assessment (IEMA)	Associate of the Institute of Environmental Management and Assessment (AIEMA)
CHARTERED SECRETARIES & ADMINISTRATORS	
Institute of Chartered Secretaries and Administrators (ICSA)	Diploma in Company Secretarial Practice & Regulating Knowledge
	Chartered Secretary & Administrator (ACIS)

<i>SECURITY</i>	
Various UK Universities	Undergraduate / postgraduate degrees in Security Management / Information Security and similar
<i>FIRE PROTECTION</i>	
European Confederation of Fire Protection Associations (CFPA)	CFPA Europe Diploma in Fire Prevention
Various UK Universities	Undergraduate / postgraduate degrees in Fire Protection / Fire Engineering

APPENDIX 2: ASSESSMENT OF PRIOR EXPERIENTIAL LEARNING

What is APEL?

APEL is an abbreviation of Accreditation of Prior and Experiential Learning. It is a process that enables people of all ages, backgrounds and attitudes to receive formal recognition for skills and knowledge they already possess (Simosko, 1991). Widely used within further and higher education, APEL enables a person's learning and experience to be formally recognised and taken into account to:

- Gain entry to further or higher education courses;
- Give exemption from certain parts of a new course of study;
- Qualify for an award in an appropriate subject in further and higher education.

How does it apply to RRP applications?

With regard to applications for Registered Risk Practitioner (RRP) status, the standard route for applicants requires evidence of appropriate professional experience, a specified number of CPD points, *and* achievement of an 'eligible' qualification. Applicants who do *not* hold an 'eligible' qualification may still be able to apply for RRP status, if they can provide evidence that they have achieved the level of learning expected of RRP holders, through a combination of specific training and practical work experience.

Steps in the APEL process

The APEL process is essentially in three parts:

- identifying what a person can do;
- equating those skills and knowledge with specific standards or requirements; and
- crediting the learner in the appropriate manner.

The process takes a number of steps to complete, however before embarking on the APEL process, you should:

- Complete the application form as completely as possible
- Attach a copy of your current CV to your application form

Thereafter, you may be put in touch with one of the RRP assessors to discuss whether the process is likely to be useful to you. If the decision is taken to proceed with an application on this basis, the five steps are:

1. Candidate profiling – based on information you provide about yourself and your professional background e.g. current CV, academic certificates, other certificates and awards, evidence of attendance at courses, etc.
2. Gathering the evidence – you will be asked for further information, which might include:
 - a. detail on the courses you have attended;
 - b. a written report on your accomplishments and skills, relevant to the RRP scheme (supported by a statement from an independent referee);
 - c. copies of reports and documents you may have written (supported by witness statements that the documents are your own work);
 - d. copies of presentations you have made (again, supported by witness statements);

- e. copies of work instructions you carry out (plus witness statements confirming your capability to undertake them successfully);
- f. other evidence as appropriate.

Only you have the evidence of your skills, expertise, knowledge and achievements, and only you can provide it. The evidence should be compiled and presented in a portfolio. This ensures that all the evidence is collected into a single document. The portfolio should be suitably organised and indexed to show the link between your prior education, training, work and other experiences, and the skills, expertise, knowledge and understanding expected of a Registered Risk Practitioner. An RRP Assessor will be appointed to guide you in this process.

3. Assessing the evidence – on receipt of your portfolio, the Assessor will:
 - a. review it for completeness;
 - b. assess and verify the evidence – if the evidence is sufficient, the assessor records the outcome and recommends recognition towards achievement of RRP status (subject to satisfying both the length of professional experience and evidence of CPD that is required of non-standard applicants). If the evidence is not sufficient, the assessor will advise you of what is missing, and give you the opportunity to collect and submit additional evidence that does meet the criteria.
4. Accreditation – this involves formal verification by ALARM that credit is being awarded towards achievement of RRP status, and formal notification of the result.

Successful RRP applicants through the Non-Standard (APEL) route will pay the initial registration fee and be subject to the same benefits, expectations with regard to continuing professional development, and renewal procedures, as those applying under the Standard Route

APPENDIX 3: APPEALS PROCEDURE

1.0 INTRODUCTION:

All Registered Risk Practitioner (RRP) applications are randomly allocated to nominated assessors who apply the following processes, as appropriate, to each individual application:

- Evaluate each individual application against the assessment criteria
- Seek further information, elaboration, etc, if and as applicable, regarding information submitted
- Confer and/or seek advice from other assessors, if and as applicable
- Complete an assessment sheet, indicating whether the application has been successful or not, which is forwarded to the administration office, who in turn notify the relevant individual

A representative of ALARM may contact academic institutes, training providers, conference/workshop organisers, etc. as appropriate, to confirm details regarding qualifications, content, etc.

In addition, a random number of applications are quality checked independently so as to ensure consistency of approach by assessors, and as an RRP quality control measure.

Separate to the nominated assessors ALARM has a formal RRP appeals panel comprising the Chief Executive, the Chairman (or nominee) and the Legal Advisor. This panel is responsible for assessing any applications/renewals from nominated assessors, and for addressing any appeals from applicants who feel they may have been wrongly assessed.

2.0 APPEALS PROCEDURE:

In the event that an applicant has been unsuccessful in applying for RRP status, and has genuine reason to believe that the decision was wrong and/or procedurally unfair, they have the right of appeal to the ALARM appeals panel using the following procedure:

- a. The appeal must be submitted in writing, addressed to the:
ALARM (RRP Appeals Panel)
Ladysmith House, High Street
Sidmouth
Devon, EX10 8LN
- b. All appeals must be submitted within 28 days of receipt of the ALARM letter advising the applicant that they have been unsuccessful. Unless the applicant can prove otherwise receipt of the letter will be deemed to be 2 days after the ALARM letter is dated.
- c. The applicant must supply contact details including name, address and telephone numbers, which will facilitate contact during working hours
- d. The applicant must clearly state why they feel the decision is wrong and/or procedurally unfair, and provide any evidence, as applicable, to support their appeal
- e. Only one appeal will be permitted in respect of any individual application

- f. A minimum of two members of the appeals panel will address each individual appeal
- g. In order to consider the appeal, the appeal panel may, at their sole discretion, seek further advice or information. The appeal panel shall not be bound to do so but may at their sole discretion contact employers, academic institutes, training providers, conference/workshop organisers, etc. as appropriate to confirm relevant application details.
- h. Applicants will be notified in writing of the appeal panel's decision within 30 days of the date of receipt of the notice of appeal.
- i. The decision of the appeals panel is final

Reference

S. Simosko (1991) 'APL - Accreditation of Prior Learning: a practical guide for professionals, London: Kogan Page