



**Exemplar**  
Global

# Certification Requirements

Qualification-based

Management Consultant

Certification Program

Exemplar Global is accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) as meeting the requirements of the International Standard for Personnel Certification Bodies, ISO/IEC 17024:2012 *‘General requirements for bodies operating the certification of persons.’*

This program is not covered under Exemplar Global’s scope of accreditation with JAS-ANZ.

Disclaimer

While every effort is made to ensure that the process for evaluating applications for certification is effective, Exemplar Global, Inc. does not accept liability for the performance, conduct or services provided by the certified person or organization.

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## Introduction

The **Management Consultant Certification Program** has been developed by Exemplar Global in liaison with industry representatives.

The program provides international recognition for consultants who provide consultancy and advice to organizations and enterprises in relation to business and management systems using, as reference international, national, and/or industry-based standards or regulations, and other normative documents recognized by Exemplar Global.

Confidence and reliance in the consulting process depends on the competence of personnel performing the consulting.

The personnel certification program has been developed to meet the following key objectives:

- To ensure that Exemplar Global certified consultants meet or exceed the competencies defined by Exemplar Global;
- To assist organizations in selecting competent consultants; and
- To enhance the professional recognition of Exemplar Global-certified consultants.

Auditors who wish to become certified by Exemplar Global should review this document and the [Personnel Certification Guide](#) to better understand the certification requirements prior to applying for certification.

If you have any remaining questions regarding personnel certification, please contact an examiner in your region's principal office. Exemplar Global principal offices are located in:

<b>Milwaukee, USA</b>	<b>Seoul, South Korea</b>	<b>Sydney, Australia</b>
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## Grades of Certification

There are four grades of Management Consultant certification:

- Associate Management Consultant
- Management Consultant
- Principal Management Consultant
- Lead Management Consultant

**Associate Management Consultant** recognizes that an applicant has demonstrated knowledge-based competence required for management consultants.

**Management Consultant** recognizes that an applicant has demonstrated the competencies to perform all or part of a management consulting service as a member of a consulting team.

**Principal Management Consultant** recognizes that an applicant has demonstrated the competencies to perform all or part of a management consulting service either alone or as a member of a team.

**Lead Management Consultant** recognizes that an applicant has demonstrated the requirements to manage a consultant team and conduct all aspects of a complete management consultancy service.

## Scopes of Certification

There are five scopes under management consultant certification. These scopes are in addition to the certification requirements shown within this document.

Applicants for scopes must provide evidence with their application related to their combined indirect education, direct education, work experience, and consulting experience specific to the scope they seek.

SCOPE	TRAINING	WORK EXPERIENCE	AUDITING EXPERIENCE
<b>1. Quality</b>	Exemplar Global-AU, Exemplar Global-QM	Four years quality consulting and/or implementation	Four quality consulting projects with 20 on-site days
<b>2. Environmental</b>	Exemplar Global-AU, Exemplar Global-EM	Four years environmental consulting and/or implementation	Four environmental consulting projects with 20 on-site days
<b>3. Occupational Health/Safety</b>	Exemplar Global-AU, Exemplar Global-OM	Four years occupational health/safety consulting and/or implementation	Four occupational health/safety consulting projects with 20 on-site days
<b>4. Food Safety</b>	Exemplar Global-AU, Exemplar Global-FS	Four years food safety consulting and/or implementation	Four food safety consulting projects with 20 on-site days
<b>5. Information Security</b>	Exemplar Global-AU, Exemplar Global-IS	Four years information security consulting and/or implementation	Four information security consulting projects with 20 on-site days

## Knowledge Requirements

Applicants for each grade of management consultant certification must provide evidence of knowledge competency defined by Exemplar Global in the following TPECS competency units:

### **All Management Consultant grades;**

Consulting to Management (Exemplar Global-MC)

Advising on Organizational Improvement and Risk Management (Exemplar Global-OI)

### **EVIDENCE OF KNOWLEDGE-BASED COMPETENCY**

#### **All QMS Auditor Grades:**

A certificate/s of attainment for the above competency units from an Exemplar Global-certified TPECS or TCC training provider issued within the three years prior to application is required.

For the Exemplar Global-OI competency unit, a copy of a Masters in Business Administration (MBA) degree or equivalent will be accepted as evidence of knowledge.

Refer to the [Personnel Certification Guide](#) for details on knowledge examinations, TPECS and TCC training providers, and other certified training courses recognized by Exemplar Global. A register of certified training providers is available at [www.exemplarglobal.org](http://www.exemplarglobal.org).

## Qualification Requirements

Applicants for management consultant certification must provide evidence of qualifications defined by Exemplar Global in the following categories:

### **Evidence of Education:**

Applicants for all Management Consultant grades have completed secondary education or national equivalent.

### **Evidence of Work Experience:**

Applicants for all Management Consultant grades must document a minimum of five years relevant work experience.

### **Evidence of work experience must be verifiable and include:**

- Employer (including contact details);
- Dates of employment; and
- Roles, responsibilities (job description), and achievements.

### **Acceptable Forms of Evidence:**

Acceptable evidence of education and work experience will be in the form of a copy of the applicant's educational certificate and/or degree and a work resume or curriculum vitae. This documentation is submitted with the application.



## Consulting Experience Requirements

Applicants for management consultants certification must provide evidence of consulting experience defined by Exemplar Global for each specific grade.

All audit days must be in accordance with the conditions for audit experience as described in the [Personnel Certification Guide](#).

### **Associate Management Consultant:**

None

### **Management Consultant:**

Applicants for Management Consultant grade shall demonstrate **20 consulting days** within the past five years.

Included in the 20 consulting days, an applicant must demonstrate:

- **At least four complete** consulting projects

### **Principal Management Consultant:**

Applicants for Principal Management Consultant grade shall demonstrate **20 consulting days** within the past five years.

Included in the 20 consulting days, an applicant must demonstrate:

- **At least four complete** consulting projects
- **At least 10 consulting days and two complete consulting projects** as a solo or as the leader of a consulting team.

### **Lead Management Consultant:**

Applicants for Lead Management Consultant grade shall demonstrate **35 consulting days** within the past five years.

Included in the 20 consulting days, an applicant must demonstrate:

- **At least seven complete** consulting projects
- **At least 15 consulting days and three complete consulting projects** as a Lead Consultant

## Work Style Assessment for Auditors

All applicants—except the Provisional Auditor grade—are required to complete the Work Style Assessment self-coaching tool as part of the certification process.

The Work Style Assessment is a sophisticated career and self-coaching development tool that empowers auditors through self-awareness. The assessment provides insight into your individual strengths as an auditor, coaching and managing considerations that benefit your auditing career, and areas to consider for professional development.

[Click here](#) for more information about the Work Style Assessment.

The Work Style Assessment provides evidence that you possess the appropriate work values, style, and attitude attributes related to those defined in ISO 19011:2011 “Guidelines for auditing management systems.” These include:

- The degree to which you are competitive and take charge
- The degree to which you are focused on achieving challenging goals
- The degree to which you are calm and even tempered
- The degree to which you desire and are comfortable with social interaction
- The degree to which you are sensitive to the feelings of others and are empathetic
- The degree to which you are detail focused, organized, and methodical
- The degree to which you are curious, imaginative, and open to new ideas

Details on how to complete the Work Style Assessment will be provided to you when Exemplar Global receives your application.

You can take the Work Style Assessment online on your computer or smartphone.

The assessment takes approximately 15 minutes to complete, however there is no time limit.

You will be asked to answer a series of questions based on your first impression. There are no right or wrong answers and there is no pass or fail. It’s all about understanding yourself better.

Responses are automatically processed by our partner and a PDF report will be emailed to you within one hour of completing the survey.

If you have completed the Work Style Assessment within the four years prior to application, further assessment is not required. Applicants are required to include the details of the previous assessment on their application form.

## Recertification

To maintain certification, all certified management consultants are required to demonstrate continuing conformity with the current certification requirements for the grade of certification awarded. Exemplar Global will provide reminders with an invoice for the annual instalment of your certification fee.

Every three years from the date of initial certification and each subsequent recertification, auditors must provide:

- Evidence of 120 hours of continuing professional development (CPD) activities. CPD logs are available at [www.exemplarglobal.org](http://www.exemplarglobal.org). Guidance is provided in the [Personnel Certification Guide](#).
- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved.
- [Consulting experience](#) that meets the conditions for consulting experience in accordance with the following:
  - **Associate Management Consultant**—No consulting experience required.
  - **Management Consultant**—At least four projects that total at least 20 days. Included in the four projects, an applicant must demonstrate at least two complete consulting projects.
  - **Principal Management Consultant**—At least four projects that total at least 20 days. Included in the four projects, an applicant must demonstrate at least two complete consulting projects and at least two of these projects must be performed as either a solo or lead management consultant.
  - **Lead Assessor**—At least four projects that total at least 20 days. Included in the four projects, an applicant must demonstrate at least two complete consulting projects and at least two of these projects must be performed as a lead management consultant.

All assessment days must be in accordance with the conditions for audit experience as described in the [Personnel Certification Guide](#).

## Expansion

All certified management consultants can apply to expand their grade and/or scope of certification at any time. To apply for an expansion of certification, auditors are required to:

- Complete the online expansion application available through your self-service portal, accessible through the Exemplar Global website at [www.exemplarglobal.org](http://www.exemplarglobal.org)
- Submit the expansion fee as part of the online application process; and
- Provide evidence of the requirements for the grade and/or scope sought, as defined in the certification requirements.

Where an auditor is applying for more than one additional scope in the same application, only one expansion fee is required.

For complete details of fees, refer to the Exemplar Global fee calculator on the Exemplar Global website at [www.exemplarglobal.org](http://www.exemplarglobal.org).