

**PROFESSIONAL
DEVELOPMENT
PROFESSIONAL
RECOGNITION**





The CMBE provides business and management educators with a professional designation and a framework for continuous professional development.

The scheme supports educators to further develop their teaching practice and helps to advance the quality of business and management education in higher education.

“A CMBE allows me to develop my practice, allows me to innovate in the classroom, and really drives the student experience forward”

Dr Adam Shore CMBE, Liverpool Business School

BENEFITS FOR EDUCATORS

CMBE designation

- Use the CMBE designation after your name. The CMBE provides recognition of your expertise, experience and commitment to develop your practice.
- Demonstrate to those you teach, your institution, and the teaching community that you are committed to your practice, your development, and your impact on teaching & learning.

Support for your continuing professional development

- The CMBE gives you access to CPD provision tailored to business and management educators offered by the Chartered ABS. To meet your CMBE commitment to develop your practice you can also undertake relevant CPD through in-house institutional provision or through external providers such as the HEA, so long as it contributes to your development as an educator.
- CMBEs receive discounts to attend Chartered ABS CPD provision.

Progress your career

- The CMBE commitment to CPD provides a framework to support your future career development. Your development may demonstrate your progress to support promotion. The designation enhances your profile, credibility, and shows to employers that you meet our standards for business and management educators.

Access a community and contribute to knowledge

- When you become a CMBE you are joining a community with a shared interest in advancing business and management education.
- You will be able to access and contribute to knowledge, ideas and CPD resources through content on our website, events, workshops and development programmes.
- CMBEs also have the option of joining our peer review scheme to support the development of fellow CMBEs.

Advance business and management education

- The CMBE is your commitment to advancing the quality of learning and teaching in the fields of business and management education.

“I have the HEA and the PGCert, do I need to become a CMBE?”

What makes the CMBE unique is the commitment to ongoing professional development. By using your qualification to become a CMBE you are able to continue to develop your practice year on year.

BENEFITS FOR BUSINESS SCHOOLS

The CMBE advances the development of business and management educators on an ongoing basis through a commitment to continuous professional development. The scheme has been developed in response to increasing pressure on universities, from students and government regulation, to demonstrate and develop teaching excellence.

Support the development and promotion of teaching faculty

- The CMBE provides a CPD framework to support the development and promotion of teaching faculty, and the advancement of the quality of teaching within your institution.
- Include the CMBE as part of your internal professional development framework.

Demonstrate your commitment to teaching quality

- The CMBE provides evidence for TEF submissions.
- Helps meet accreditation standards which require a systematic approach to the continuous professional development of faculty.
- Contributes to PR to support student recruitment and student satisfaction.

CPD Provision

- The CMBE offers CPD provision responsive to the development needs of business school faculty.

Supports faculty recruitment

- The CMBE supports recruitment of ‘quality’ part-time staff and adjuncts, by being able to identify those that hold a CMBE.

“The CMBE is really important for business schools because it shows that we’re investing in teaching”

Dr Liz Warren CMBE, University of Greenwich Business School

HOW TO APPLY?

- Step 1. Check your eligibility
- Step 2. Submit your application
- Step 3. Commit to undertaking CPD

Apply at charteredabs.org/cmbe

Who can apply?

The scheme is for those who teach, or lead learning and teaching activities, in the fields of business and management. This includes educators in the fields of economics, accounting and finance, as well as those delivering business and management education in other schools such as engineering.

The scheme is open to permanent members of staff and adjuncts, and will also be available to relevant educators in non-Chartered ABS business schools.

“I want to make sure that students know that I continuously develop and reflect on my own practice in management education”

Dr Christine Rivers CMBE, Surrey Business School

ELIGIBILITY

Subject to your qualifications and experience, there are two ways to participate in the scheme – the Certified Management & Business Educator and the Associate Management & Business Educator.

Certified Management & Business Educator

Individuals must meet each of the following criteria:

1. Complies with at least ONE of the following entry standards:
 - a. **Qualification and Experience:**
 - i. holds a teaching qualification accepted by the Chartered ABS (minimum HEA Fellow, PGCert in teaching, or equivalent) AND
 - ii. has been educating in a higher education institution (which can include leading key learning and teaching activities) for the previous year and for at least a total of 3 out of the last 5 years
 - b. **Extensive Experience without Qualification:**
 - i. has been teaching in a higher education institution for more than 5 years AND
 - ii. can evidence delivering teaching, or leading key learning and teaching activities, for at least the equivalent number of hours as 20% of FTE per year
 - c. **Via AMBE route:**
 - i. has completed 3 years CPD as an Associate Management & Business Educator (see below)
2. Is currently an active educator in a higher education institution (teaching in English) - either by directly providing teaching & learning to students, or by leading key learning and teaching activities in the fields of business and management.
3. Is able to identify and outline their own development needs at the beginning of each year.
4. Commits to undertake 40 hours CPD within the next 12 months.
5. Commits to being able to provide evidence of CPD undertaken, with supporting reflective statements, if required to do so.

Associate Management & Business Educator

Individuals who do not meet the CMBE criteria and wish to work towards it can do so if they meet the following criteria:

1. Is currently an active educator in a business school (teaching in English) - either by directly providing teaching & learning to students, or by leading key learning and teaching activities, in the fields of business and management.
2. Is able to identify and outline their own development needs at the beginning of each year.
3. Commits to undertake 40 hours CPD within the next 12 months.
4. Commits to being able to provide evidence of CPD undertaken, with supporting reflective statements, if required to do so.

MEETING YOUR COMMITMENT TO CPD

Our framework supports educators to develop their practice according to their development needs across:

- Enhancing teaching & learning practice
- Scholarship of teaching & learning
- Academic leadership

Staying up to date is straightforward. CMBEs must complete 40 units of CPD annually in accordance with the claimable activities and outputs. Individuals must keep a record of their development should they be audited.

How are CPD units counted?

- One unit is equal or equivalent to one hour spent on a suitable CPD activity or development leading to an output
- At least 21 of these units must be verifiable
- Part time staff can complete a pro-rated number of units

What counts as CPD?

The scheme recognises the commitment of subscribers to undertake CPD on an hourly basis leading to the development and improvement of practice. The scheme also recognises that a key part of the role of a business educator lies in the production of outputs. Credit cannot be claimed for the development of the outputs themselves, but credit can be claimed for the reflection and development leading to the output and must be described in a reflective statement.

Visit the website for a list of examples of CPD activities and sample submissions of typical CMBE subscribers: charteredabs.org/cmbe

“It will help encourage and support academics to deliver and share best practice around learning, teaching and assessment”

Karen Robins CMBE, University of Hertfordshire Business School

WEIGHTING OF CPD ACTIVITIES AND INDICATIVE EVIDENCE

In the table below we list the various categories of activity and output with the maximum number of CPD units claimable for each type of activity. The units can be pro-rated for part time faculty. Individuals cannot claim the same activity as evidence more than once.

ACTIVITY/OUTPUT	MAXIMUM UNITS CLAIMABLE PER YEAR	INDICATIVE EVIDENCE
Qualification studies Undertaking further education studies including recognised qualifications at degree, award, certificate, diploma, and Masters levels such as PG Cert and MEd, or the HEA fellowships.	Up to 20 units	Certificate from awarding body
Training programme participation (including relevant technology training) Attending open (short course) and in-company training plus other modes of training with Chartered ABS or other relevant training organisations. These can be face-to-face or online.	Up to 20 units	Certificate of attendance Copy of signed register
Design of learning and teaching, including research-led teaching Reflection and development leading to the design and redesign of programmes, courses and learning materials, including face-to-face, blended and online learning and teaching	Up to 20 units	Institutional course approval documentation plus a reflective statement
Scholarly outputs specific to developing educational practice Authoring books, papers and articles for public publication, including producing formal conference papers and presentations for conference proceedings in relation to developing teaching practice.	Up to 20 units	PDF of article URL of online journal Link to relevant repository
Event participation Attending events relevant to learning & teaching, excluding social or strictly networking meetings but including conferences, exhibitions, seminars, workshops, briefings, topical meetings, etc.	Up to 15 units	Copy of signed register Acknowledgement of attendance by organiser
Imparting knowledge specific to developing educational practice Teaching, tutoring, lecturing and speaking including public presentations to conference and event audiences, as well as coaching and mentoring.	Up to 15 units	Course handbook Lecture notes/handouts Conference proceedings Copy of mentoring forms (redacted)
Reflection and development Reading and reflection leading to development of outputs that are not covered elsewhere including those related to SoTL. This could include keeping up-to-date with subject knowledge in your discipline. For example: reflection about one's personal development for the upcoming period by conducting a needs analysis.	Up to 10 units	A reflective statement indicating how this led/will lead to the development of practice in the future
Academic Leadership Supporting strategic development of the department's educational provision (undergraduate, taught postgraduate and research degree programmes) in order to achieve excellence in this provision, and as appropriate ensuring that education provision is consistent with frameworks from the university/faculty/accrediting and professional bodies for quality and standards. Working to support sharing of good practice across/within the department. Engaging with, influencing and supporting colleagues within own department, including attending/chairing learning and teaching committees, setting up and monitoring appropriate mentoring schemes, taking a lead on internal events such as learning and teaching conferences.	Up to 10 units	Minutes Letter from line manager A reflective statement indicating how this led/will lead to the development of practice in the future
Community contributions Active involvement in Chartered ABS working groups, examinations boards, advisory councils, regional boards, project groups or committees. Also includes participation in similar activities for other organisations and community groups (e.g. charitable trusts, school associations) where you are active in advancing business and management education. This could also include accrediting body contributions. Subscribers who are part of the CMBE Peer Review scheme can also claim here.	Up to 5 units	Minutes Letter of appointment Contract of employment
Related private studies Extra-curricular studies or research contributing to your professional development over and above the routine demands of your work.	Up to 5 units	Certificate/evidence of completion A reflective statement indicating how this led/will lead to the development of practice in the future

ANNUAL SUBMISSION AND DECLARATION

Every subscriber will have to make an annual declaration to confirm that they have fulfilled their commitment to undertake CPD in accordance with the scheme's criteria. They must do so during the 12th month of their subscription.

Each subscriber has a private profile on the Chartered ABS website through which they have the option to keep an up-to-date log of their CPD activity throughout the year. It is not mandatory to maintain a profile but, if audited, a user must be able to evidence the CPD they have undertaken by making a complete submission through their online profile.

Subscribers who are selected for the annual audit will have to submit evidence to support their submission. Evidence submitted must be supported by reflective statements on how the CPD activity undertaken is relevant to their development.

It is the responsibility of the subscriber to maintain a record of evidence of all CPD undertaken.

FEES

The annual subscription fee for CMBEs and AMBEs is £100.

The fee is payable once your application has been approved.

Apply at charteredabs.org/cmbe

ENQUIRIES

If you have any questions please contact the CMBE team at the Chartered ABS:

Tel: **020 7634 9592**

Email: **cmbe@charteredabs.org**





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