

# International Diploma in Risk Management

## Application for Non-standard Exemption

For office use only

Date received:	Ackn. date: M	RM:	Membership number:

**PLEASE REFER TO THE GUIDANCE NOTES ON THE REVERSE OF THIS FORM BEFORE COMPLETING YOUR APPLICATION**

### 1 Section 1 – Personal details

Title: Mr Mrs Ms Miss Dr Prof Other	
Family name:	Home address:
First names:	
Date of birth: D D M M Y Y Y Y	Town:
Email:	County/State:
Mobile:	Postcode:
Telephone:	Country:

### 2 Section 2 – Business details

Employer name:	Address:
Job title	
Email:	Town:
Telephone:	County/State:
	Postcode:
	Country:

### 3 Section 3 – Exemption Request

I am applying for exemption from the following modules: Please tick

Module 1: Principles of Risk and Risk Management

Module 2: Practice of Risk Management

Module 3: Risk Management: Assessment and Control

Module 4: Risk Management: Organisational Oversight

Module 5 (Risk Management: Resilience, Perception and Society) and Module 6 (Risk Management: Project) will be available from September 2021.

## 4 Section 4 – Evidence

For each Non-standard Exemption claimed I enclose the following:

- > the relevant cross reference table for each module ( see Appendix 1)
- > a copy of the syllabus for the qualification that supports my exemption application
- > a copy of my certificate confirming successful completion of my qualification(s)
- > a copy of the programme or course handbook
- > the exemption fee

## 5 Section 5 – Fees and Payment

Please note that FULL payment must accompany this form.

I wish to make payment of the following fees:

Fees Payable	Quantity	Amount
Non-standard Exemption fee, per module		£165.00
<b>Total:</b>		

## 6 Section 6 – Payment method

Please select (a), (b), (c) or (d)

### (a) Bank transfer

Bank transfer - Please ensure that your name is quoted as a reference

IRM Bank transfer details

Bank name: Lloyds TSB

Sort code: 30-93-23

Account number: 00748112

Account holder's name: Institute of Risk Management

Branch: Fenchurch Street Branch

IBAN no: GB46LOYD30932300748112

Swift code: LOYDGB21009

### (b) Cheque

Cheque attached

### (c) Credit card

For details of how to pay by credit card please telephone us on +44 (0) 20 7709 9808.  
You are strongly advised not to send credit card information by email.

### (d) Invoice

Please tick if you require an invoice to be sent to your employer. A copy will also be sent to you for your records.

Purchase Order Number

## 7 Section 7 – Declaration

I certify that the information supplied with this form in support of my exemption application is correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## APPLICATION GUIDANCE NOTES

We have prepared these guidance notes to help you with your exemption application. Please read them before completing your application form as any errors may delay your application.

### EXEMPTION POLICY

IRM operates an exemption scheme that offers students recognition for other relevant academic or professional qualifications/awards that they may hold. This policy outlines the requirements for exemptions to be offered.

### ROUTES TO EXEMPTIONS

There are two types of exemption – Standard and Nonstandard, and there are two separate application forms. Please ensure that you complete the correct form.

#### *Standard Exemptions*

Standard exemptions are where the Institute has previously evaluated qualifications/awards and has determined that such qualifications/awards cover the relevant subject matter and have been tested to a level equivalent to that of the IRM Diploma.

A list of the current available Standard exemptions can be found on the IRM website.

#### *Non-standard exemptions*

If you hold a qualification/award which is not shown on the Standard exemptions table, but which you feel matches the subject matter and was tested to a level equivalent to the IRM Diploma, you may apply for a Non-standard exemption.

Students applying for a Non-standard exemption on the basis of another qualification held must provide evidence that they have covered 80% of the syllabus for the Diploma module from which they are seeking exemption.

### ELIGIBILITY FOR EXEMPTION

Exemptions are a concession and are awarded at the discretion of IRM. There is no automatic entitlement to exemptions. Where IRM determines that a qualification does not contain sufficient relevant coverage, no exemptions will be awarded.

Where IRM is unfamiliar with an international qualification or the awarding institution, the advice of UK NARIC will

be sought. Where UK NARIC is unable to comment on an institution, IRM reserves the right to not award exemptions on the basis of that qualification.

All exemptions are granted on a module by module basis on the basis of completed qualifications. IRM does not award exemptions for exemptions.

Students who have previously failed an assessment for a Diploma module are not permitted to subsequently submit an exemption application.

Standard exemption applications are only eligible where the qualification/award has been obtained in the last ten years unless the application is accompanied by a letter of good standing from the professional body who awarded the qualification. This letter should confirm that your knowledge, understanding and experience are up to date.

### WHEN TO APPLY

Applications for Standard exemptions must be made at the same time as you enrol as a student member. IRM will only confirm eligibility for exemptions once your student registration has been completed.

Applications for Non-standard exemptions must also be made at the same time as you enrol as a student.

Please note that you will not be able to register for subsequent modules until your exemptions have been granted.

### SUPPORTING DOCUMENTATION

All exemption applications must include a copy of the certificate confirming successful completion of an academic award/ professional qualification, or a letter from the awarding body confirming the date of completion of the qualification and modules passed.

In addition, if you are applying for a Non-standard exemption you must complete the qualification assessment table which cross references the relevant elements of your qualification/ award to the Diploma syllabus.

An assessment table for each module must be completed for each exemption sought. The assessment tables can be found at Appendix 1 of the application form. They have already been populated with the module syllabus and learning outcome. Please remember to put your name at the top of each sheet.

You will also need to enclose a copy of your programme/ course handbook, in addition to the full course syllabus and learning outcomes if these are not enclosed in the course handbook.

If your original certificates were not issued in English, then you must submit certified translations of all documents together with copies of the original language documents. Any document which has been translated into English must be certified as an "Accurate translation of the original language documents" by someone who is fluent in both languages and who is not related to the applicant.

### FEES

A non-standard exemption fee of £165 is charged for each individual module from which you are claiming an exemption. Please note that this fee is non-refundable.

### ASSESSMENT OF EXEMPTION APPLICATIONS

Non-standard exemptions will be reviewed by IRM's Exemptions Panel and candidates will normally be notified of the outcome within one month of their application.

The decision of IRM's Exemptions Panel is final.

When you have completed your application form please send it to:

### SUBMISSION

Student Support Team - The Institute of Risk Management  
2nd Floor, Sackville House,  
143-149 Fenchurch Street London  
EC3M 6BN

[www.theirm.org](http://www.theirm.org) or email it to: [studentqueries@theirm.org](mailto:studentqueries@theirm.org)

## Appendix 1

### IRM International Diploma - Module 1: Principles of Risk and Risk Management

Please note that all learning outcomes must be met and each syllabus topic addressed sufficiently to meet the overall requirement of an 80% match.

#### Module aims

The aim of this module is to provide an introduction to the principles and concepts of risk and risk management. The history of risk management is explored as a means of understanding the current drivers of enterprise risk management, and the development and impact of international standards. This leads to an examination of the ways in which risks are classified and the models or frameworks that are utilised to identify, assess and treat them.

IRM Syllabus	Reference syllabus from completed qualification (Enter a module/unit code and title in each box)	Level of match (please state approximate %)
<b>Unit 1: Concepts and definitions of risk and risk management</b> Definitions of risk, impact of risk on organisations, introduction to types of risk, definitions and development of risk management, principles and aims of risk management		
<b>Unit 2: Risk management standards</b> General risk management standards: ISO31000, COSO and alternative risk management approaches		
<b>Unit 3: Enterprise risk management</b> COSO 2004 and 2017, enterprise risk management, implementing ERM, establishing the context for risk management and objective setting		
<b>Unit 4: Risk assessment 1: introduction and identification</b> Risk assessment considerations -(identification and approaches, risk assessment techniques, risk perception, risk causes (sources), risk consequences and risk classification systems		
<b>Unit 5: Risk assessment 2: risk analysis and evaluation</b> Introduction to risk analysis, risk likelihood and impact - magnitude, consequence and significance, risk matrices, loss control, defining and achieving the upside of risk, the importance of risk appetite (risk evaluation)		
<b>Unit 6: Risk responses and risk treatment</b> Introduction to risk treatment and risk response, the purpose of risk treatment, the 4Ts, risk control techniques (PCDD), control of selected hazard risks, introduction to monitoring and review - learning from critical controls and events, insurance and risk transfer, business continuity planning		

## Appendix 1

### IRM International Diploma - Module 1: Principles of Risk and Risk Management

IRM Learning Outcomes On completion of this module students should be able to:	Reference the learning outcome from completed qualification (Enter a module/unit code and title in each box.)	Level or Year taught (please state)	Core or Option (please state)	Assessment split (%)	
				Exam	Course work
Explain the origins and key concepts relating to risk management					
Compare and contrast the main risk management standards					
Outline the concepts of enterprise risk management					
Explain the main approaches to risk identification					
Describe the main approaches to the analysis and evaluation of risk					
Distinguish the main features of risk control techniques					

**IRM International Diploma - Module 2: Practice of Risk Management**

Please note that all learning outcomes must be met and each syllabus topic addressed sufficiently to meet the overall requirement of an 80% match.

**Module aims**

The aim of this module is to explore the impact of the business environment on risk and examine issues relevant to specific sectors and geographical areas, as well as the needs and demands of various stakeholder groups, including regulatory authorities. This leads to the study of corporate governance and risk assurance; how this might influence the architecture of a risk management programme and the significance of risk culture, appetite and tolerance of risk in relation to current practices in risk management.

<b>IRM Syllabus</b>	<b>Reference syllabus from completed qualification</b> (Enter a module/unit code and title in each box)	<b>Level of match</b> (please state approximate %)
<p><b>Unit 1: The global business environment</b> The business environment and risk environment - pace of change and risk developments, organisational vision and values, risk management's contribution to business success and value added, sector specific and geographical issues</p>		
<p><b>Unit 2: Risk strategy and framework</b> Risk architecture, strategy and protocols, risk management documentation and responsibilities and RMIS (Risk Management Information Systems)</p>		
<p><b>Unit 3: Risk culture, appetite and tolerance</b> Organisational behaviour and culture, risk appetite and tolerance, risk training and communication, risk practitioner competencies</p>		
<p><b>Unit 4: Risk and organisations</b> Introduction to corporate governance, identifying stakeholders including regulatory bodies, introduction to project risk management, operational risk management and supply chain management</p>		
<p><b>Unit 5: Risk assurance and reporting</b> The control environment, internal audit function, risk assurance techniques, risk reporting, corporate reputation</p>		
<p><b>Case studies in organisational risk management</b> Case studies in organisational risk management, emerging risks and future developments</p>		

## Appendix 1

### IRM International Diploma - Module 2: Practice of Risk Management

IRM Learning Outcomes On completion of this module students should be able to:	Reference the learning outcome from completed qualification (Enter a module/unit code and title in each box.)	Level or Year taught (please state)	Core or Option (please state)	Assessment split (%)	
				Exam	Course work
Discuss the impact of the wider business environment on organisations and the issues this raises for risk management in specific sectors and geographical areas					
Illustrate the key features of a risk management framework					
Explain the significance of issues of culture, appetite and tolerance in relation to the management of risk					
Explain the key features of corporate governance models, project risk management systems and operational risk management					
Discuss the nature and purpose of internal control, audit and risk assurance techniques					
Analyse real life case studies and identify key risk management lessons					

**IRM International Diploma - Module 3: Risk Management Assessment and Control]**

Please note that all learning outcomes must be met and each syllabus topic addressed sufficiently to meet the overall requirement of an 80% match.

**Module aims**

The aim of this module is to advance the understanding of risk identification, risk analysis, risk evaluation and risk control gained from the International Certificate. This leads to an examination in more detail of: the different techniques for identifying risks (opportunities and threats); the exploration of common qualitative and quantitative methods for analysing risks and uncertainties; control types, options and techniques; and lastly project risk management.

<b>IRM Syllabus</b>	<b>Reference syllabus from completed qualification</b> (Enter a module/unit code and title in each box)	<b>Level of match</b> (please state approximate %)
<p><b>Unit A: Risk management overview</b> This unit covers the basics of risk management: its definition, development, approaches, processes, standards, definitions and categories including how risks manifest and change.</p>		
<p><b>Unit B: Risk identification</b> This unit covers risk contexts (internal and external), risk information, risk identification methods and techniques, facilitation of risk identification and risk change and complexity, introduction to digitisation / Cyber Risk and Human Behaviours.</p>		
<p><b>Unit C: Qualitative risk analysis</b> This unit covers risk prioritisation, qualitative risk analysis methods and techniques, and likelihood and impact.</p>		
<p><b>Unit D: Quantitative risk analysis</b> This unit covers quantitative analysis methods and techniques, probability and impact, limitations, risk modelling and risk evaluation.</p>		
<p><b>Unit E: Risk control (part 1)</b> This unit covers risk control methods and techniques (including the 4Ts) and risk financing.</p>		
<p><b>Unit F: Risk control (part 2)</b> This unit covers insurance / self-insurance, risk exposure, monitoring, testing and resourcing risk controls and project risk management.</p>		

## Appendix 1

### IRM International Diploma - Module 3: Risk Management Assessment and Control

IRM Learning Outcomes On completion of this module students should be able to:	Reference the learning outcome from completed qualification (Enter a module/unit code and title in each box.)	Level or Year taught (please state)	Core or Option (please state)	Assessment split (%)	
				Exam	Course work
Discuss, from a position of knowledge, the concepts of risk and risk management, including risk complexity					
Describe and explain each component of risk identification, explaining the techniques available and how and where to apply them, including demonstrating a knowledge of organisational contexts, information sources and facilitation techniques					
Evaluate different risk analysis control methods and techniques including risk modelling, and when they should be used					
Explain and discuss the concepts of likelihood, probability, impact and risk evaluation					
Explain and discuss each part of risk control, where and in what circumstances each control type and option should be used, and who should be involved					
Explain risk control decision-making, resourcing, testing and monitoring					
Demonstrate an understanding of risk information sources and risk management in respect of projects					

**IRM International Diploma - Module 4: Risk Management Organisational Oversight**

Please note that all learning outcomes must be met and each syllabus topic addressed sufficiently to meet the overall requirement of an 80% match.

**Module aims**

This module examines organisational oversight of risk management and the responsibilities of managing risk at the highest level in organisations. It looks at the areas of corporate governance and decision making, organisational performance and oversight of risk management, organisational culture and ethics, strategic risk and leadership. The module also examines the issues of the process of decision making and the effect of corporate culture on organisations.

IRM Syllabus	Reference syllabus from completed qualification (Enter a module/unit code and title in each box)	Level of match (please state approximate %)
<p><b>Unit A: Governance issues</b> This unit covers corporate governance, risk oversight, audit, regulation and compliance.</p>		
<p><b>Unit B: Strategic planning and leadership</b> This unit covers strategic planning, roles and responsibilities, role of the Board, defining objectives, leadership styles and managing stakeholders' expectations.</p>		
<p><b>Unit C: Risk information and reporting</b> This unit covers roles and responsibilities in respect of reporting, using data, analytics and communications and re-evaluation after an event.</p>		
<p><b>Unit D: Decision making</b> This unit covers the art and science of decision making, the risk-based decision maker, decision making analysis and techniques, and problem solving.</p>		
<p><b>Unit E: Risk management performance and training</b> This unit covers measuring and improving performance, risk management skills and training, and conflict management.</p>		
<p><b>Unit F: Culture and ethics</b> This unit covers cultural aspects of organisations, corporate social responsibility, and conduct and reputation risk.</p>		

## Appendix 1

### IRM International Diploma - Module 4: Risk Management Organisational Oversight

IRM Learning Outcomes On completion of this module students should be able to:	Reference the learning outcome from completed qualification (Enter a module/unit code and title in each box.)	Level or Year taught (please state)	Core or Option (please state)	Assessment split (%)	
				Exam	Course work
Explain and discuss corporate governance, oversight, regulation and control and evaluate the inter-relatedness of risk management on business decisions					
Explain and discuss strategy and strategic planning and justify managing risk in organisations at a strategic level including being able to evaluate the part of stakeholders, the need for leadership, and the roles of the board and committees.					
Explain and discuss risk information and reporting and evaluate monitoring, reviewing and reporting of risk management issues including the need for re-evaluation after an event					
Critically evaluate the theory, science, art and techniques of decision making					
Discuss performance and conflict management and evaluate the need for training of staff at all levels in risk issues					
Explain and discuss culture and ethics and corporate social responsibility, conduct risk and risk drivers					