



The Applicant Guide: Demonstrating Strategic Execution (ACLO[®])

Overview

The Associate (ACLO[®]) grade is designed for in-house L&D Leaders who are early in their leadership journey.

This accreditation recognises practitioners who demonstrate the ability to analyse a performance gap and design targeted learning solutions that drive business outcomes. To qualify, you must have at least 1 year of experience leading a learning function.

Section 1: The Case Study

Minimum 750 Words

Your case study is the centrepiece of your application. We are looking for a clear narrative demonstrating your ability to design and implement a learning solution that solved a specific business problem.

How to structure your submission:

- 1. The Metric (The 'Why'):** Clearly identify the specific performance gap or business requirement you targeted. Avoid focusing on learning metric (like course completion or happy sheets); focus on the Business Metric (e.g., speed to competency, reduction in manual errors, team productivity, or compliance rates).
- 2. The Intervention (The 'What'):** Describe the solution you designed and implemented. How did you ensure the intervention was tailored specifically to the needs of the audience? How did you align this project with the broader goals of your department or business unit?
- 3. The Impact (The Value):** Quantify the outcome. How did this project improve the operational health or efficiency of the team/organisation? Whenever possible, express this in terms of hours saved, costs avoided, or improved process reliability.

Please upload your case study to the portal when prompted. Note: There is a 10mb limit. If your case study document exceeds 10mb you may wish to upload a word document with a link to an externally hosted folder.

If you need assistance, please email the team at hello@clo100.co.uk

Section 2: Supporting Documentation

To validate your case study, you must upload supporting documentation in a separate file. This document should provide tangible evidence of your project leadership and the solution design process.

Examples of strong evidence include:

- A Comprehensive Project Plan.
- An ROI Report or impact summary (with sensitive data redacted if needed)
- A Communication Strategy or solution storyboard.

Please upload your supporting evidence to the portal when prompted. Note: There is a 10mb limit. If your supporting evidence exceeds 10mb you may wish to upload a word document with a link to an externally hosted folder.

Section 3: Video submission

Please record a short video (Maximum 3 minutes), succinctly bringing to life your case study.

Tip: To keep your video succinct, imagine you are presenting to your board of directors.

Please add a link to your video in the portal when prompted.

Assessment Criteria: What the Assessment Board is looking for

Our assessors will review your ACLO application against the CLO100 Strategic Standard:

- **Problem Identification (The 'Why'):** Did the applicant clearly articulate why the targeted metric was critical to the business? Was the analysis of the performance gap deep enough to justify the intervention?
- **Strategic Design (The 'What'):** Was the solution tailored specifically to the needs of the audience? Did the applicant demonstrate clear alignment between the intervention and the broader organisational goals?
- **Data-Driven Proof (The 'How'):** Did the applicant provide credible data or evidence linking their solution to the performance shift? We are looking for a clear before-and-after picture.
- **Impact (The Value):** Did the applicant successfully quantify the outcome? Was the contribution to operational health or efficiency clearly demonstrated through the metrics provided?

Final Checklist before Submission

- ☐ **In-house Role:** Do you currently hold an in-house L&D leadership position?
 - ☐ **Experience:** Do you have at least 1 year of experience leading a learning function?
 - ☐ **Case Study:** Have you prepared your case study (minimum 750 words) addressing The Need, The Solution, and The Result?
 - ☐ **Evidence:** Do you have supporting documentation ready to upload in a separate file?
 - ☐ **Video:** Have you recorded a short (maximum 3 minute) video to bring your case study to life?
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The Review Process

Our peer-led assessment board evaluates your submission against our ACLO scorecard. Our external moderator, Charles Jennings, then reviews a selection of applications to ensure consistency and impartiality.

Please allow 7-10 business days for your application to be reviewed.

If successful, you are granted the right to use your CLO100 designated letters (post-nominals), ACLO[®]. You will also receive a physical certificate and a membership digital badge with your post-nominals displayed.

If you have any questions about the process, please contact the team at: hello@clo100.co.uk

