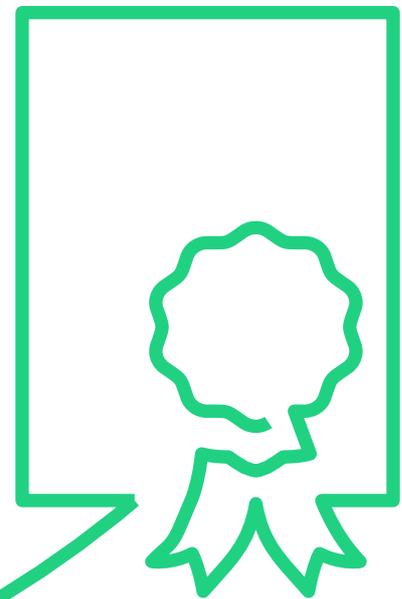


A helpful guide for your accreditation application



Professional Course Accreditation

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Further details

If you have any questions that these guidance notes have not addressed please contact:

The Accreditation Team,

Telephone: **0845 458 1944** or email: **accreditation@apm.org.uk**

Overview

APM accreditation recognises the alignment of organisations and professional development services to APM's definition of project management professionalism, as set out in the APM FIVE Dimensions of Professionalism. Each dimension is supported by an APM standard.

The APM FIVE Dimensions of Professionalism:

- **Breadth** of understanding as defined by the *APM Body of Knowledge*.
- **Depth** of ability in line with the *APM Competence Framework*.
- **Achievement** through professional qualifications and a portfolio of evidence.
- **Commitment** through Continuing Professional Development.
- **Accountability** through APM membership and the APM Code of Professional Conduct.

For Professional Course Accreditation, only courses with a significant element of project management, that can be mapped to the *APM Body of Knowledge*, will receive accreditation. Our assessors will also look for evidence that courses and course delivery support the other four dimensions of professionalism.

Professional Course Accreditation is only open to existing APM Accredited Providers.

Benefits of APM Professional Course Accreditation

APM Professional Course Accreditation helps learners choose courses in support of their professional project management career. Professional Course Accreditation identifies courses that are aligned to the *APM Body of Knowledge*.

To help promote your successful accreditation, we will send you a certificate and an APM accreditation logo. You'll be listed on our website and will also receive a copy of the assessor report so that you can see and act on any recommendations.

Application process

Stage 1 – Initial discussion

Once you've registered your interest in applying for Professional Course Accreditation with APM, you'll be assigned an APM Business Development Manager who'll discuss your needs and the nature of your application. When you decide to apply for Professional Course Accreditation, we'll send you an application form.

Stage 2 – Completing your application

The application form contains questions about your organisation, your course and its alignment to the *APM Body of Knowledge*. Please answer all these questions as fully as possible. Please also attach any supporting documentation as an appendix to the application if you feel it will help in making your case.

One of our assessors will be assigned to review your submission. They will look for alignment with the *APM Body of Knowledge*. Your application should therefore be supported by a complete evidence map together with copies of the relevant course materials.

Stage 3 – The assessment

Your completed application form will be sent to our assessor who'll assess your application by reviewing the extent to which the *APM Body of Knowledge* is covered in the objectives and supporting materials for your course and how the remaining four dimensions of professionalism are supported.

Our assessor may contact you to discuss the details of your application.

Stage 4 – Assessment decision

Once our assessor has reviewed your application, they will submit a report and recommendation to us. We will then review their report and inform you of the result.

Should your application not meet the standards of APM Professional Course Accreditation, it will be automatically reviewed by our lead/deputy lead assessor. If our lead deputy lead assessor agrees with the adjudication, you will be provided with our assessor report together with advice and guidance on areas that need development within your course to meet the accreditation standard. We will liaise with you on any related discussions with the assessor.

Stage 5 – Annual renewal

On the first and second anniversary of your accreditation, we'll send you a renewal notice and invoice as well as an annual report for you to complete. This is used to track any changes to your course, and to confirm that the standards recognised in your initial assessment remain the same. On the third anniversary of your accreditation, we'll invite you to go through a full re-assessment.

Assessment criteria

Our assessors are looking to see the extent to which courses offered by APM Accredited Providers have a significant project, programme or portfolio management component which can be mapped to the *APM Body of Knowledge*. The evidence provided in support of your application and the way that it is presented are likely to be different in each case. However, in all cases our assessor will be looking to determine the alignment to the *APM Body of Knowledge*, as well as how the remaining four dimensions of professionalism are supported by the course. As a minimum, the supporting evidence should include course syllabus and timetable, course learning objectives and outcomes, and course materials (including supporting slides where appropriate).

The evidence you supply should be enough to allow our assessor to evaluate how effectively the following APM criteria are met for the course in question:

- An effective system of evaluation and review for continuous improvement.
- Sufficient relevant expertise in staff and associates to deliver the course.
- Design, development and delivery is appropriate and relevant to the *APM Body of Knowledge*, and supportive of the other four dimensions of professionalism.
- Systems are in place to ensure proper award of credit and/or certificates is made.

A summary of the latest version of the *APM Body of Knowledge* can be found on our website.

How to complete your application form

Section 1 – Your details

Please complete all parts of this section, including the details of your main contact for this assessment, the name of your organisation and the title of your course to be accredited. Your professional course title will be the name which appears on your certificate. Please note, to apply for Professional Course Accreditation, you must already be accredited by APM to deliver a course leading to one of our qualifications.

Section 2 – Your course

In this section, please provide background and context to your application which will help our assessor understand the course you wish to have accredited. This should include an explanation of where the course sits in relation to the accredited APM programmes you offer.

You must explain how the course operates, including identifying supporting staff, external suppliers, auditing and evaluation, and quality control. Please also indicate any external accreditations relevant to the course. You must also provide information identifying the project management expertise of staff involved in the delivery of the course to be accredited. This will normally be in the form of CVs. Your trainers and support staff associated with the management and delivery of the course should be appropriate to the learning outcomes to be achieved.

Our assessor will expect an indication of your organisation's commitment to the work of APM, how your programme supports learners across the five dimensions of breadth, depth, achievement, commitment and accountability, and how your organisation's alignment with the *APM Body of Knowledge* is helping to educate existing and future potential project managers.

Please provide details of any systems you have in place for ensuring award of credit and/or certificates in respect of your course.

Section 3 – Evidence map

Indicate where you believe your course/module maps to the *APM Body of Knowledge*. Please identify where within the course materials the evidence of this can be found. Our assessor will look for a significant project management component which can be mapped to the *APM Body of Knowledge*, but comprehensive coverage of every area is not expected.

Pricing

APM accreditation lasts for four years.

An initial assessment fee is paid at the time of your initial application and three further payments are due annually on the anniversary of your initial accreditation. Annual renewal will be completed once we have received your annual report, confirming that you have maintained the standards of your initial accreditation. If, for any reason during the four-year cycle, we have reason to believe these standards have not been maintained, we reserve the right to re-assess your application. At the end of the four-year cycle, we will invite you to undergo a full re-assessment.

Types of accreditation available

We have four accreditation streams:

Corporate Accreditation

Many organisations wish to demonstrate to their customers, suppliers and employees that they are committed to the highest standards of project management professional development. Corporate Accreditation assesses an organisation's professional development scheme, providing confidence to all stakeholders of its dedication to developing project professionals.

Training Provider Accreditation

Professionals seeking the best training support for their project management qualifications will choose APM Accredited Providers. These companies have had their course materials assessed to meet APM standards and are permitted to deliver APM project management qualification exams.

Professional Course Accreditation

APM Professional Course Accreditation is designed to help learners choose the best course in support of their professional project management career. Professional Course Accreditation identifies those courses which are aligned to the *APM Body of Knowledge*, but do not lead to, and are not in competition with, formal APM qualifications.

Providers who already offer APM accredited courses that deliver our qualifications are eligible to have other courses, relevant to project, programme and portfolio management, accredited by us.

Academic Accreditation

Academic Accreditation is designed to help students and professionals choose the best academic education in support of their professional project management career. Academic Accreditation identifies courses and modules which are aligned to the *APM Body of Knowledge*.



**We are the only chartered membership
organisation for the project profession**

