

Fellowship Application Form Guidance Notes

Introduction

Fellowship is the highest professional level of membership awarded by the Association for Project Management. It recognises your personal achievements in your career. It also recognises how you have applied an increasing level of professionalism both through personal professional practice and through the contribution you have made to the wider profession of project and programme management, whether as a practitioner, teacher or researcher. The achievement carries with it the right to use the post nominal letters FAPM, Fellow of the Association for Project Management.

All applications for Fellowship are considered by the APM Membership Panel. Fellowship is normally awarded to individuals who have been in Full Membership of the Association for at least five years, although exceptions are made in individual cases.

Once awarded Fellowship status, Fellows who continue to contribute to the development of the profession may achieve further recognition from their peers through the award of the prestigious title of Honorary Fellow.

Admission requirements

You are eligible to apply for Fellowship of APM if:

- you have been a Full Member of APM for at least five years
or
- you wish to apply directly for Fellowship without having previously been a member. In this case you must provide evidence of having reached an appropriate level of professional achievement and must also demonstrate a period of professional practice and development comparable with that required for Full Members who apply for Fellowship. This is likely to be at least ten years. The required period of professional practice and development may have been achieved in another discipline, in which case you should check eligibility by contacting the Membership Department.

How to apply

To apply for Fellowship of APM you must submit a portfolio of evidence to support your application. So that you have the best chances of success, please follow the guidelines in this pack. Our Membership Department is also on hand to answer your questions on 01844 271681, or you can check the FAQs at www.apm.org.uk

Please bear in mind that your portfolio represents you to the Membership Panel. This means that the presentation and structure (indexing and cross-referencing) are particularly important. Your application must be submitted in English.

Fee structure

Upgrade from Full Member: The upgrade fee will be waived for Fellow applicants. Fellowship subscription fees will apply from your normal renewal date.

New member application: Registration fee and Fellowship subscription to be submitted with your application.

The registration fee will be waived if your employer is a corporate member of APM.

How your application is assessed

Assessment criteria

The criteria for the award of Fellowship reflect the enhancement of your intellectual and professional skills and the contribution you have made to the development of the profession. You should have experience in a number of work environments and the Membership Panel is asked to consider a wide range of evidence. Your application will be assessed against specific criteria.

You must demonstrate:

- evidence of substantial achievement in professional practice
- evidence of significant contribution to a broad area of professional work or to experience in a very specific and specialised context, either of which may have an influence on the project management community
- evidence of active commitment to your own continuing professional development.

Assessment will be carried out against clearly defined criteria, ensuring consistency of practice for all candidates. It is likely that some candidates at this level may be known, if only by reputation, to the members of the membership panel. However, the assessment will be made solely on the basis of the evidence presented in your portfolio and the extent to which it meets the criteria.

Evidence of achievements

The Membership Panel expect to see a wide range of portfolio content but all applications are expected to provide evidence that you have:

- continued to develop the full range of competences required for admission as a Fellow
- enhanced professional, interpersonal and intellectual, evaluative and analytical skills and applied them in the sphere of professional activity reflected in the application
- contributed to the growth of the body of knowledge for the profession, through professional practice, research or publication
- analysed your own contribution, reflected on its outcome and evaluated its significance
- developed and improved existing skills and acquired and applied new ones
- continued to develop both professionally and intellectually, with growing evidence of innovative or original approaches to problems or applications of professional skills.

You may find the *APM Body of Knowledge, 5th Edition* useful in preparing your application. If you do not have a copy, it can be found via the publishing area on the APM website: www.apm.org.uk

Preparing your portfolio

Your application should be in the format of a portfolio which must include the following:

1 A completed application form

Please complete the application form enclosed in this pack, or download one from the website at www.apm.org.uk

2 Curriculum vitae (CV)

Your CV should show not just chronology, but also your project or programme management skills and experience and details of your previous employers.

3 Personal statement

This document should clearly state why you are applying for Fellowship and how you meet the assessment criteria. You should make reference to the evidence provided in your portfolio. The statement should be no more than 500 words.

4 Documentary and other evidence

Your portfolio should include one copy of each document or other evidence presented in support of your application, including qualifications certificates. The evidence you provide can be submitted in any format which is relevant to your personal statement, or to your preferred method of communication.

Both printed and electronic applications are acceptable, and evidence may be submitted in print, electronic or audio-visual formats. If you are providing non-documentary evidence in non-standard formats, please check in advance with the Membership Department that we can review such material in its required format.

The range of potential evidence is wide and may include:

- evidence of practical professional achievement
- evidence of innovative professional work
- evidence of involvement with professional organisations, including APM
- published material in any format
- evidence of research which has been accepted by a university or equivalent body. Assessment of any such evidence will not be made on content or academic quality of the work, but on the contribution of the work to the profession as a whole.

5 Letters of support

Please provide at least two letters of support, including at least one from a Full Member or Fellow of APM. Where this is not possible, the letters should be obtained from senior colleagues. They should comment on the impact of your work within a business or strategic context or your contribution to the profession, either in terms of the impact on professional standards within the business or on the profession as a whole.

When approaching your supporters, please ensure that they are clear about the grounds for your application and that they may also be contacted by the Membership Panel.

If you have been actively involved with APM in a voluntary or consultative role, it is appropriate to include in your portfolio a statement of support from your key Head Office contact.

How your application is processed

Please send your completed application portfolio, together with your registration or upgrade fee and first year's membership fee (where applicable) to: Fellowship Applications, Membership Department, Association for Project Management, Ibis House, Regent Park, Summerleys Road, Princes Risborough, Buckinghamshire HP27 9LE. Alternatively, electronic portfolios should be sent to: info@apm.org.uk

You are welcome to discuss application requirements with the Membership Department before you apply. On receipt of your application, the Membership Department will check any procedural or documentation queries with you, before forwarding your application to the Membership Panel for consideration.

The processing of applications normally takes two months, although in some cases where extra enquiries are necessary, it may take longer. After first assessment of your portfolio, the Membership Panel may:

- undertake further discussions with referees who have offered letters of support
- invite you for a professional interview
- submit your application for consideration by expert referees.

We will let you know in advance if further enquiries are to be made. If you are concerned about the progress of your application, please check with the Member Services Department.

Keeping you informed

We will acknowledge your application within ten days of receipt and the Membership Department will let you know if any more information is required. We will also tell you when the Membership Panel will meet to consider your application. You are always welcome to check with our Membership Department if you are concerned about progress.

If your application is **unsuccessful** this time around, we will write to you with:

- a letter informing you of the decision of the Membership Panel
- a summary of the points made at the Membership Panel meeting, setting out the reasons your application was unsuccessful
- a possible re-submission date where appropriate
- a copy of the Appeals procedure if you wish to appeal against the Membership Panel's decision.

If your application is **successful**, we will write to you within ten days of the Membership Panel's decision and you may start to use the postnominals FAPM. You may use them as long as you remain in membership of the Association and you can feel justly proud of your achievements and the status that being a Fellow of APM conveys.

The Association for Project Management is an educational charity (Reg. No 290927) and company limited by guarantee, registered in England (Reg. No 1218334).

Registered office: Ibis House, Regent Park, Summerleys Road, Princes Risborough, Buckinghamshire HP27 9LE.

Application for Fellowship of APM



Please complete all sections of the application form, even if you are an existing member of APM and send as part of your portfolio application to the address on page 3. **Please use BLOCK capitals.**

Part 1: About you

Title: _____	D.O.B. (DD/MM/YY): _____
First name: _____	
Surname: _____	
Home address: _____ _____ _____	Telephone (inc STD) Day: _____ Evening: _____ Mobile: _____
Postcode: _____	Email: _____

Are you a Full Member of APM? (Yes/No) _____ If yes, membership no.: _____

Qualifications/Degrees: (BSc , BA, MSc, MA, PhD, Other) _____
Course: _____

Qualifications/Degrees: (BSc , BA, MSc, MA, PhD, Other) _____
Course: _____

Qualifications/Degrees: (BSc , BA, MSc, MA, PhD, Other) _____
Course: _____

Other professional qualifications or memberships:

Title: _____
Awarding body: _____

Title: _____
Awarding body: _____

Title: _____
Awarding body: _____

Part 2: Your current employer

Company name: _____

Job title: _____

Work address: _____

Telephone (inc STD) _____

Office: _____

Fax: _____

Postcode: _____

Email: _____

How long have you worked for this employer?

From _____ To _____

Approximately how many people are employed in your organisation? (Put an X in the box that applies)

1-9 10-19 20-49 50-99
 100-199 200-499 500-999 1000+

Approximately how many of these are employed as project or programme managers? _____

How many direct subordinates do you manage? _____

Which of these best describes the nature of business? (Please select ONE by putting an X in the box)

Mainly primary industries

Mining, metals, forestry & paper

Utilities (electricity, gas & water)

Mainly manufacturing

Chemicals, oil & gas

Pharmaceuticals & biotech

Electronic & electrical equipment, engineering & machinery

Aerospace & defence

Automobiles & parts

Consumer products

Other manufacturing

Construction

Civil engineering

Other construction

Mainly services

IT hardware, software, services

Retailing

Leisure, entertainment & hotels

Transportation

Telecommunication services

Assurance

Investment companies

Other finance

Banking

Insurance/life

Management consulting

Other business services

Real estate

Media & photography

Private healthcare

Private education

Non-profit making bodies

Public sector

Central government

Local government

National health service

Defence

Public education

Other public bodies

Other (please state) _____

Is your current employer a corporate member? (Yes/No) _____

If yes, please enter your corporate membership number here: _____

Part 3: Payment details

Fee structure

	Upgrade from full membership	New application
Upgrade or registration fee, waived for corporate members (non-refundable)	No fee	Registration fee £99
Membership fee	£151	£151
Payment instructions	Membership subscriptions will be due on your normal renewal date.	Please submit registration fee and first year's membership with your application.

PAYMENT BY CREDIT CARD American Express Visa Mastercard UK Maestro/Delta

Card no.:

Expiry date:

Start date (UK Maestro only):

Security code no.:
(mandatory requirement)

Issue no.:

Signature: _____

Date (DD/MM/YYYY):

PAYMENT BY CHEQUE (Put X in box and make cheque payable to Association for Project Management)

PAYMENT BY DIRECT DEBIT (Put X in box and please complete the Direct Debit mandate enclosed)

Part 4: Data preferences

Please indicate which is your preferred address for future correspondence: (home or work) _____

If your application is successful, would you like APM to return your portfolio to you: (yes or no) _____

Data Protection The Association for Project Management (APM) will hold and process your data for the purposes of providing services to you in relation to membership. APM will share your information with either our local or overseas branches. We may from time to time contact you with details of programmes or materials that may be of interest to you. Please tick here if you do not want this.

Your information may be passed to selected third parties in order to inform you about additional services. Please tick here if you do not want this.

We may from time to time receive requests from employers for confirmation of which of their employees are active members of APM. If you do not want us to pass on your information, please tick here.

Part 5: Declaration

Code of professional conduct

I hereby consent to becoming a Fellow and formal member of the Association for Project Management and agree that, in the event of the winding up of the company and there being insufficient funds to meet all outstanding liabilities, I guarantee to contribute up to a maximum of £5 to help satisfy said liabilities. I understand that I will receive all stated benefits of membership, including Project magazine.

I agree to abide by the Code of Professional Conduct of the Association for Project Management as stated in the Rules and Regulations. Copies can be downloaded from the website at www.apm.org.uk

The Office of the Information commissioner has ruled that the Privacy and Electronic Communication (EC Directive) regulations require that members of organisations must opt in to receive communications from the organisation including journals and newsletters. Your signature confirms that you have opted in to receive communications from the Association for Project Management.

Signature: _____ Date: _____

Please complete the appropriate sections and return as part of your portfolio application to: **Membership Department, Association for Project Management, Ibis House, Regent Park, Summerleys Road, Princes Risborough, Buckinghamshire HP27 9LE.**

For queries regarding Fellowship or this application form, please contact the Membership Department. Tel: 01844 271681 Email: members@apm.org.uk

FOR OFFICE USE ONLY

Membership no.: _____

First name: _____

Surname: _____

Payment received: _____