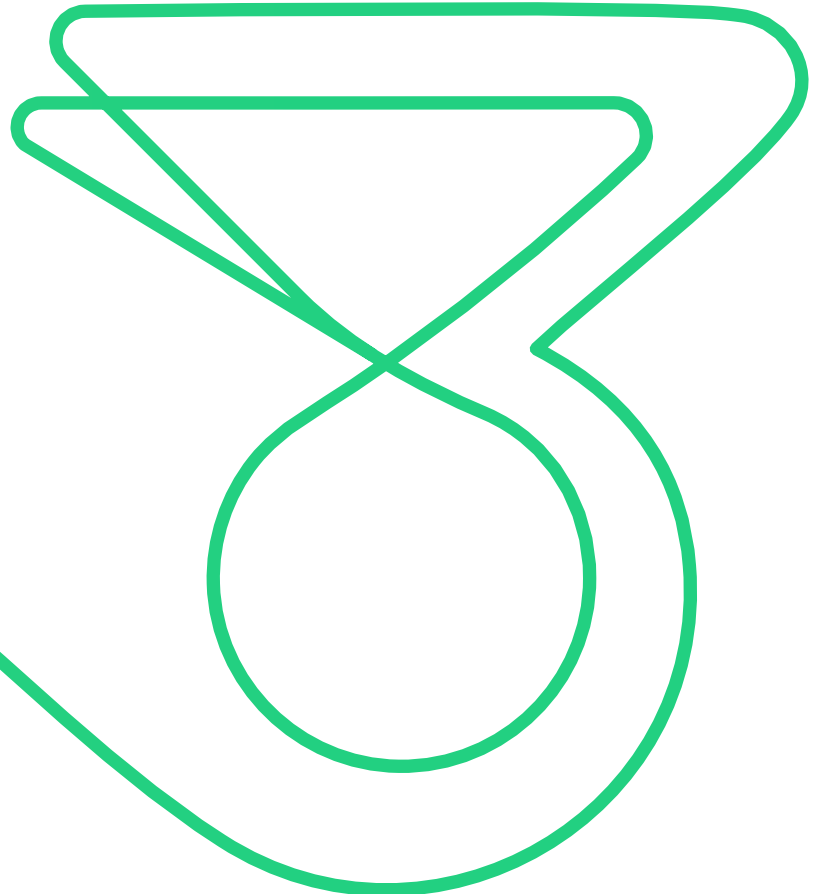


A helpful guide for your membership application



Fellowship (FAPM)

Introduction

This guide will help you prepare your application for Fellowship of the APM (FAPM). If you're successful, you'll join our membership community as a Fellow and will be able to use the post-nominal FAPM after your name.

Becoming a Fellow will demonstrate your commitment and contribution to the project profession and your own continuing professional development (CPD).

Are you eligible?

You need to:

- Have held Full membership of APM as a practitioner for at least five years **and** have a minimum of five years' additional project delivery experience **or** have a minimum of 10 years' project delivery experience.
- Have made a significant personal, ongoing contribution to the project management profession by meeting at least **one** of the following criteria:
 - **Recognition.**
 - **Contribution to others in the profession.**
 - **Shaping the profession.**

AND

- Demonstrate a commitment to ethics through signing the **APM Code of Professional Conduct**.

Application Process

You'll need to provide:

- A project experience summary detailing your experience in role(s) responsible for projects, programmes, portfolios or a key control or enabling function.

AND

- A personal statement detailing how you meet the required criteria for your significant personal, ongoing contribution to the profession.
- **Two statements of support** which should confirm your project management experience.
- Commitment to the **APM Code of Professional Conduct** at the point of application.

Helping you to prepare

The application form is available in a downloadable PDF which can be found on our website apm.org.uk/membership/fellow

Checklist of evidence

- Project experience summary (application form)
- Personal statement (application form)
- **Two statements of support** (template)
- Method of payment.

Once you are ready to submit, your completed application form and two statements of support should be emailed to info@apm.org.uk.

What happens next?

Once you have submitted your completed application:

- An initial review will be carried out by our membership team. If we need any more information, we'll contact you to request it.
- Your membership application will be assessed by a membership panel. The panel will either award fellowship or, if unsuccessful, feedback will be provided to support their decision.
- You will receive the outcome of the assessment decision within six weeks of submitting your application.

If you're successful, you'll receive a confirmation email, your digital membership card and badge (which will follow within seven working days). If your application is not successful, we'll write to you and explain the reason for the decision. You'll be given feedback and guidance to help you resubmit.

Unsuccessful Membership Applications.

If your application does not meet the requirements, due to administrative costs within the Full Membership and Fellow application processes APM is unable to issue a refund of the fees charged. The outcome of unsuccessful applications will be:

- **Existing Members:**

The unsuccessful applicant's status and associated fees will remain unchanged.

- **New Members:**

Following review of the submission and consideration as to whether the application meets the requirements of a particular grade, then unsuccessful applicants will receive a grade deemed appropriate by the APM Membership Panel.

- **Incomplete Applications:**

Where an application is deemed incomplete and, as a result, cannot be assigned to the APM Membership Panel, the applicant will receive the Associate Member grade.

- **Renewal Charges (applicable to all applicants):**

Future renewals will be charged at the fee applicable to the grade awarded unless the applicant subsequently submits a successful reapplication.

For the avoidance of doubt unsuccessful applicants can, dependent on the nature of, and subject to rectification to, the circumstances leading to the unsuccessful application, submit further applications.

If an unsuccessful applicant later satisfies the Full Membership or Fellow criteria they will be upgraded to Full Membership or Fellow at no additional cost.

Other things to note

Confidentiality

We anticipate that you're able to supply the necessary level of detail required without breaching any confidentiality.

Reasonable adjustments

We'll work in partnership with applicants who have either short- or long-term conditions, specific learning difficulties, or are regarded as disabled as defined by the Equality Act 2010. We want our application to be accessible for all. We ask that all reasonable adjustment requests are evidenced by supporting documentation, such as a letter confirming workplace adjustments or documentation from your GP.

For assistance with any of the above, or for any other requirements, please contact our membership team at info@apm.org.uk or call **01844 271 681**.

Enquiries, complaints and appeals

If you have any enquiries regarding the outcome of your results, visit us at apm.org.uk/about-us/apm-complaints-process/assessment-results-enquiry-process/

Project experience

You'll need to complete the project experience fields in the application, including:

- job title
- company
- duration of role

You should include your own specific accountabilities or responsibilities in relation to the project delivery experience as a practitioner against the roles referenced.

The panel won't know you or the organisations you've worked for, so it's important to explain your experience to them as clearly as you can, avoiding acronyms. They're specifically looking at your personal experience so remember to write in the first person e.g. 'I did...'

There is a word limit for your project experience of 500 words.

Please use your word count appropriately as additional evidence to demonstrate your experience won't be accepted.

You must include your roles and responsibilities as a practitioner within your summary. Specifically, you should provide evidence, within the context of your delivery experience;

- The role(s) you undertook and the duration.
- What you were personally responsible/accountable for.
- How you managed and delivered activities aligned to your accountabilities.

Example roles include:

- Project Manager
- Programme Manager
- Business Change Manager
- Portfolio Manager
- Specialist project management role
- Sponsor
- Assistant Project Manager
- Associate Project Manager

Personal statement

You'll need to provide a statement clearly identifying which of the below criteria for Fellowship you have met and provide evidence demonstrating your eligibility and how the criteria has been fulfilled.

You can use up to a maximum of 1500 words for the statement. If you feel you have met more than one of the criteria, you may use the statement to explain multiple criteria, noting that the word count remains 1500 words. As with your project experience, it is important to explain to the panel as clearly as you can, avoiding acronyms. They are specifically looking at your personal contributions so write in the first person e.g. "I did...".

Please use your word count appropriately as additional evidence to demonstrate your experience won't be accepted.

To achieve APM Fellowship, you must be able to demonstrate you have experience in project delivery as a practitioner covering the required duration and have made a significant personal, ongoing contribution to the project management profession by achieving at least **one** of the following criteria:

- **Recognition:** Achieving national/international recognition for advancing the knowledge and understanding of project management. Examples of this include:
 - **publications**
 - **original research**
 - **public lectures**
- **Contribution to others in the profession:** Actively engaging in developing, supporting and encouraging members of the profession, sharing good practice and increasing competence of others. This needs to be over and above what is expected in a defined job role. Examples of this include:
 - **coaching**
 - **mentoring**
 - **leading networking and good practice sessions**
- **Shaping the profession:** Actively engaging in developing the profession through delivering new and creative solutions to issues in project management or influencing and developing project management standards and practices. Examples of this include:
 - **Significant contribution in a voluntary role to the development of national or international project management standards.**
 - **Innovative project management practice that has led to successful delivery.**



Your examples should thoroughly detail the impact of your contribution, specifying the detail of your activity, including who was impacted and why this was valuable.

Statements of support

You must provide two statements of support from two different people, who confirm that they're happy to support your application by providing their details on a pre-written document. You'll need to contact these people in advance and have them complete the statement.

- These individuals could be another project professional or your line manager but can't be a family member or an APM employee. They should be satisfied you have met the requirements and be happy to confirm this.

Our **statement of support** template can be downloaded from our website: apm.org.uk/membership/fellow

Code of Professional Conduct

In this section you will be asked to confirm that you've have read, understood and will abide by the **APM Code of Professional Conduct**. This will demonstrate your commitment to the profession, CPD, ethical behaviour, and your willingness to support others. We reserve the right to sample CPD.

Maintenance of Fellowship

Your Fellowship is maintained by an annual payment.



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