



## Fellowship

guidance and application for APM Fellowship

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## further details

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

**The Membership Team,  
Association for Project Management, Ibis House, Regent Park,  
Summerleys Road, Princes Risborough, Buckinghamshire, HP27 9LE.**

Telephone: **01844 271681** or email: **info@apm.org.uk**

## 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 a Full member of the Association for at least five years, although exceptions are made in individual cases.

## 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 APM 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 these guidelines. Our membership department is also on hand to answer your questions on **01844 271681**, or you can check the FAQs at **[apm.org.uk](http://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:** Fellowship subscription to be submitted with your application.

# 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.

# 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 [apm.org.uk](http://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 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: **members@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 membership 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 contact you by email to:

- Inform you of the decision of the membership panel,
- provide a summary of the points made at the membership panel meeting, setting out the reasons your application was unsuccessful,
- give a possible re-submission date where appropriate.

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.



## APPLICATION

# Fellowship

Please complete the digital form and return by email. Alternatively, print and send the completed hard copy by post. All contact details are on the back page.

### Section 1: About you

|         |                      |                   |  |
|---------|----------------------|-------------------|--|
| Title   | <input type="text"/> | First name        | <input type="text"/>   |
| Surname | <input type="text"/> | D.O.B. (DD/MM/YY) | <input type="text"/> / <input type="text"/> / <input type="text"/> |

#### Your contact details

|  |                                |
|--|--------------------------------|
| Home address                           |                                |
| <input type="text"/>                   | Postcode                       |
| Day Tel (inc STD)                      | Evening Tel (inc STD)          |
| Mobile                                 | Email                          |
| Are you a Full member of APM? (Yes/No) | If <b>yes</b> , membership No. |

### Section 2: Your current employer

|  |   |
|--|---|
| Is your current employer an APM Corporate Partner or Affiliate? (Yes/No)   |   |
| See here for current list:<br><a href="http://apm.org.uk/membership/apm-corporate-partnership-programme/corporate-partner-list">apm.org.uk/membership/apm-corporate-partnership-programme/corporate-partner-list</a> |   |
| Company name   |   |
| Company address  |   |
| <input type="text"/>   | Postcode                                      |
| Email (work)   | Your position                                 |
| Please state which is your preferred address for future correspondence?  |   |
| By post? (state <b>Home</b> or <b>Work</b> )   | By email? (state <b>Home</b> or <b>Work</b> ) |

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### Section 3: Payment details

If you are a current member with APM, please leave this section blank.

By completing the payment details below, payment of your fee will be taken as soon as we receive your completed application.

Please refer to the APM website for all current prices – [apm.org.uk/membership](http://apm.org.uk/membership)

Subscription fee £

Promotional code (if applicable):

Literature request\* (If required, check the box/es)

*International Journal of Project Management*

*APM Body of Knowledge 6th edition (Hard copy)*

\*Additional cost – please contact membership services for the applicable fee.

Total £

#### 1. Payment by card (check the box that applies)

If you wish to pay via card, please supply a telephone number you wish us to contact you on.

American Express

Visa

Mastercard

UK Maestro/Delta

Day Tel (inc STD)

#### 2. Payment by cheque (check the box)

Make cheque payable to 'Association for Project Management'

Please return by post to APM at the contact address on the back cover.

#### 3. Payment by Direct Debit (check the box)

A Direct Debit mandate can be downloaded from [apm.org.uk/media/2256/direct-debit-form.pdf](http://apm.org.uk/media/2256/direct-debit-form.pdf)

Please return by post to APM at the contact address on the back cover.

### Section 4: Data protection and preferences

**Data protection** We look after your data carefully; please ask for our privacy policy or go to: [apm.org.uk/apm-privacy-statement](http://apm.org.uk/apm-privacy-statement) for more detail.

We'd like to send you information about APM, project management and our products and services.

You can tell us how you'd like to receive information online or by calling us, and opt out at any time:

**Yes please** – I'd like you to keep me up to date (check the box)

**No thanks** – only send me essential information (check the box)

[next page...](#)



## Section 5: Declaration

I agree to be bound by the **APM Code of Professional Conduct** (check the box).

I agree to the **terms and conditions** (check the box).

Visit [apm.org.uk](http://apm.org.uk) for the APM Code of Professional Conduct and terms and conditions.

Name

Position

Signature (attach file here – jpeg, gif or png)

Date (DD/MM/YYYY) / /

### Application checklist (check the boxes)

Completed ALL sections of your application

Enclosed the subscription fee (if applicable)

Enclosed 2 letters of support

Enclosed personal statement

Enclosed CV

Enclosed Portfolio of Evidence

## Association for Project Management

Ibis House, Regent Park  
Summerleys Road  
Princes Risborough  
Buckinghamshire HP27 9LE

**Tel. (UK)** 0845 458 1944  
**Tel. (Int.)** +44 1844 271 640  
**Email** info@apm.org.uk  
**Web** apm.org.uk

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### Completed forms to:

**By email:** members@apm.org.uk

**By post:** Membership Department,  
Association for Project Management (at the address above).

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

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by Royal Charter RC000890 and a registered charity  
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