



APM Academic Accreditation

guidance for completing your accreditation application



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further details

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

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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. This is defined in terms of the association's FIVE Dimensions of Professionalism, each of which is supported by an APM standard.

The APM FIVE Dimensions of Professionalism:

- **breadth** of understanding as defined by the *APM Body of Knowledge, 6th edition*
- **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 Academic Accreditation, only courses and modules which have a significant element of project management which can be mapped to the *APM Body of Knowledge, 6th edition* will receive accreditation. Courses and course delivery will also be evaluated to identify how they support the other four dimensions of professionalism.

Benefits of APM 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, 6th edition*.

To help promote your successful accreditation, you will receive a certificate, an APM Accreditation logo, a listing and a link on the APM website and be invited to submit a profile based on your application to be publicised through APM channels. You will also receive a copy of the report of the APM assessor who evaluates your submission for accreditation.

Application process

Stage 1 – Initial discussion

Once you have registered your interest with APM in applying for Academic Accreditation you will be assigned a business development manager who will discuss your needs and the nature of your application. Upon agreement that you wish to apply for Academic Accreditation you will be sent an application form.

Stage 2 – Completing your application

To complete your application, you should answer the questions on the form as fully as possible. The assessor allocated to review your submission will look for alignment with the *APM Body of Knowledge, 6th edition*. Your application should be supported by copies of relevant course materials.

Stage 3 – The assessment

- a. Your completed application form will be sent to an accreditation assessor who will assess your application by reviewing the extent to which the *APM Body of Knowledge, 6th edition* is covered in the objectives and course material for your programme and the extent to which they support the other four dimensions of professionalism.
- b. A site visit will normally be arranged to enable the assessor to clarify any outstanding issues.

Stage 4 – Assessment decision

Once your assessor has reviewed your application they will be in a position to confirm your accreditation or to ask for further information.

Should your application be deemed by the assessor not to meet the standards of APM Academic Accreditation, it will be automatically reviewed by the Academic Accreditation lead assessor. If the lead assessor agrees with the adjudication you will be provided with the assessors' report plus advice on areas that require development within your course or module to meet the standards of the accreditation.

If your application is rejected, you may make a re-submission which will be treated in all respects as a new submission.

Stage 5 – Annual renewal

On the first and second anniversary of your accreditation you will be sent a renewal notice and invoice and be asked to confirm that the standards recognised through your initial assessment have been maintained. On the third anniversary of your assessment you will be invited to go through a full re-assessment.

Assessment criteria

Assessors are looking to see the extent to which courses and modules run by academic institutions have a significant project management component which can be mapped to the *APM Body of Knowledge, 6th edition*. The nature of the evidence provided by the academic institution in support of its application and the way in which it is presented is likely to be different in each application, but as well as alignment to the *APM Body of Knowledge, 6th edition*, assessors will be looking at how the other four dimensions of professionalism are supported by the programme.

A summary of the *APM Body of Knowledge, 6th edition* is given overleaf.

Section 1 Context

1.1 Governance

- 1.1.1 Project management
- 1.1.2 Programme management
- 1.1.3 Portfolio management
- 1.1.4 Infrastructure
- 1.1.5 Knowledge management
- 1.1.6 Life cycle
- 1.1.7 Success factors and maturity
- 1.1.8 Sponsorship

1.2 Setting

- 1.2.1 Environment
- 1.2.2 Operations management
- 1.2.3 Strategic management

Section 2 People

2.1 Interpersonal skills

- 2.1.1 Communication
- 2.1.2 Conflict management
- 2.1.3 Delegation
- 2.1.4 Influencing
- 2.1.5 Leadership
- 2.1.6 Negotiation
- 2.1.7 Teamwork

2.2 Professionalism

- 2.2.1 Communities of practice
- 2.2.2 Competence
- 2.2.3 Ethics frameworks
- 2.2.4 Learning and development

Section 3 Delivery

3.1 Integrative management

- 3.1.1 Business case
- 3.1.2 Control
- 3.1.3 Information management
- 3.1.4 Organisation
- 3.1.5 Planning
- 3.1.6 Stakeholder management

3.2 Scope management

- 3.2.1 Benefits management
- 3.2.2 Change control
- 3.2.3 Configuration management
- 3.2.4 Change management
- 3.2.5 Requirements management
- 3.2.6 Solutions development

3.3 Schedule management

- 3.3.1 Resource scheduling
- 3.3.2 Time scheduling

3.4 Financial and cost management

- 3.4.1 Budgeting and cost control
- 3.4.2 Funding
- 3.4.3 Investment appraisal

3.5 Risk management

- 3.5.1 Risk context
- 3.5.2 Risk techniques

3.6 Quality management

- 3.6.1 P3 assurance
- 3.6.2 Reviews

3.7 Resource management

- 3.7.1 Contract
- 3.7.2 Mobilisation
- 3.7.3 Procurement
- 3.7.4 Provider selection and management

Section 4 Interfaces

4.1 Accounting

4.2 Health and safety

4.3 Human resource management

4.4 Law

4.5 Security

4.6 Sustainability

Guidance on completing your application form

Section 1 – Your details

Please complete all parts of this section, including the details of the main contact during the assessment and the name of the institution, faculty and course/module title to be accredited. The course/module title will be the name which appears on the certificate of APM Accreditation. You must also include your APM Corporate Affiliate number, as Corporate Affiliate status is a pre-requisite of Academic Accreditation.

Section 2 – Background

In this section you should provide background and context to your application which will help the assessor understand the course or module you wish to have accredited. This should include a profile of your institution and if appropriate, the faculty within which the course or module is delivered. You should outline the nature and structure of your institution including governance, aims and policies related to your application.

You must explain how the course or module operates including identifying supporting staff, external suppliers, external accreditations, auditing and evaluation and quality control.

You also need to provide simple statements indicating how the course programme supports the other four dimensions of professionalism. You must indicate why you choose APM as an accreditation partner. The assessor will expect an indication of your organisation's commitment to the work of APM, how your programme supports students across the five dimensions of breadth, depth, achievement, commitment and accountability, and how your organisation's alignment with the *APM Body of Knowledge, 6th edition* is helping to educate future potential project managers.

Section 3 – Your course

Please insert course details and provide information identifying the project management expertise of staff involved in the delivery of the course/module which is to be accredited. This will normally be in the form of CVs. The academic and support staff associated with the management and delivery of the programme should be appropriate to the learning outcomes to be achieved.

Section 4 – Evidence map

Indicate where you believe your course/module maps to the *APM Body of Knowledge, 6th edition*. Please identify where within the course materials the evidence of this can be found. Assessors will look for a significant project management component which can be mapped to the *APM Body of Knowledge, 6th edition*, but comprehensive coverage of every area is not expected.

Pricing

APM Accreditation will last for three years. An initial assessment fee is paid when your assessment begins. Two further payments are paid annually on the anniversary of your initial accreditation. The renewal is subject to signed confirmation that you have maintained the standards of your initial accreditation. If, for any reason during the three year cycle, APM has reason to believe these standards have not been maintained, it reserves the right to re-assess your application. At the end of the three year cycle you will be required to undergo another full assessment.

Should your initial assessment not meet the criteria, subsequent applications will be treated as new submissions in each case.

Organisations based outside the UK seeking accreditation will be required to pay additional Assessor costs for any site visits as follows:

- All subsistence from departure airport
- Return flight costs
- Transport to and from airports
- Hotel (of reasonable standard)
- Assessor fees incurred for time required over and above that allowed for in a standard UK application

Travel and hotel may be booked by the Assessor if necessary, but will normally be arranged by the applicant organisation.

Types of accreditation available

The APM Accreditation scheme offers four streams of accreditation:

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, 6th edition*, but do not lead to, and are not in competition with, formal APM qualifications.

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

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, 6th edition*.

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