



THE CHARTERED BODY FOR THE PROJECT PROFESSION

GUIDANCE NOTES

**APM Training Provider Initial Accreditation -
APM Project Professional Qualification 2nd edition (PPQ 2nd edition)**

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:

The Accreditation Team,

Association for Project Management, Ibis House, Regent Park,

Summerleys Road, Princes Risborough, Buckinghamshire, HP27 9LE.

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

Overview

APM Accreditation recognises the commitment of organisations and professional development services to APM's definition of project management professionalism. APM Accreditation assesses your company in its commitment to the development of the APM 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*
- **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

APM Training Provider Initial Accreditation - PPQ 2nd edition

Initial accreditation to deliver the APM Project Professional Qualification 2nd edition is available for a limited period (to August 2021) and relates to an organisation's ability to support a candidate through the assessment. The ability to deliver training will not be assessed. In order to maintain accreditation to deliver PPQ after August 2021, organisations will be required to submit an application for full accreditation, to deliver training.

Becoming an APM Accredited Provider

Once your application has been approved, you will receive a certificate, an APM accreditation logo and a listing on the APM website.

Application process

Stage 1 – Initial discussion

Once you have registered your interest with APM in applying to become an Accredited Provider 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 accreditation you will be sent an application form.

Stage 2 – Completing your application

In completing your application, you should answer the questions as fully as possible and submit copies of supporting documentation.

Stage 3 – The assessment

Your application will be reviewed by APM and further information may be requested. Once the review has been completed, you will be informed whether it has been successful.

Guidance on completing your application form

PART I: General Information

This section is intended to help us understand your organisation:

Section 1 – Contact details (to be completed for all applications)

Please provide the name and contact details of the organisation applying for accreditation. If your organisation is a subsidiary of a larger organisation and this has an impact on your delivery, please supply details of the parent organisation. Please provide details of the primary point of contact for your application. This person should be able to answer any questions related to your application and will be responsible for the annual reporting process, once accredited.

Section 2 – Your organisation (if you are an existing Accredited Provider, you are not required to complete this section - please go to Part II)

How many years has the organisation been in existence?

How many years has the organisation been in existence in its current form? If you have traded under a different name, structure or part of a different organisation, please include details here.

What is the total number of staff employed by the organisation?

Please tell us the total number of staff employed by the organisation including trainers, support staff, associates and contractors.

Please indicate the proportion of staff dedicated to support, management, training and development for the proposed activities

Please supply an organisation chart for those directly involved in the delivery of APM accredited activities

To help us establish a clear picture of key individuals and groups involved in the delivery of APM activities and their relationship with the rest of the organisation, please supply an organisational chart with all roles and responsibilities listed. Please indicate where associates or contract staff are used, and provide details of the senior management support for your activities.

How will you ensure that all staff understand and act accordingly with regard to your Accredited Provider status, relationship with APM and its products and services?

Please give details of any training and documentation you provide to your staff to ensure that they are up to date with current APM requirements for Accredited Providers, and APM products and services. Please provide any information about the involvement of your staff in APM activities as a volunteer.

What percentage of your organisation's business is concerned with project management training and development?

This helps us to assess the level of commitment your organisation is able to dedicate to the subject and therefore ensure that candidates are suitably supported.

Other accreditations

If your organisation is accredited by other bodies to deliver courses or qualifications, please provide details in this section.

Section 3 – Quality assurance

All procedures and activities should be clearly documented and consistent with national quality assurance requirements and guidelines.

What external certifications do you have or are you applying for?

Please indicate any awards or affiliations you currently have or are applying for (eg ISO 9001, Investors in People and affiliation to professional institutions, trade associations).

How will you ensure the quality of APM accredited activities?

The procedures and activities should ensure the quality and consistency of administration, teaching and/or training where appropriate. The information provided should also explain how monitoring and review processes are applied to ensure that the clients' learning objectives and outcomes are met.

Please include the way in which feedback from candidates is evaluated and monitored and how necessary amendments are made. Please attach any relevant extracts from the most recent reports.

How will you recruit, induct, train and maintain staff involved in the delivery of APM Accredited work?

This is to ensure that you recruit and induct staff of a suitable level for the management, administration and delivery of all APM activities and have robust quality checking processes in place. Please indicate how you maintain the quality of delivery personnel.

Section 4 – Resources, health & safety

Please show how you are resourced and comply with all current legislation around health and safety and disability regulations and requirements. Copies of your internal policies should be provided.

PART II: Candidate Support and Delivery

Section 1

Please confirm, by ticking the box, that you have accessed all supporting material – APM has provided a range of supporting material to ensure you have a clear understanding of the APM Project Professional Qualification 2nd edition. Please confirm that you have read and fully understood the requirements of the qualification.

Section 2

Please provide a statement detailing how you will help candidates prepare for the PPQ 2nd edition assessment and the format this support will take. Examples may include how you will help the candidates familiarise themselves with the case study, practice oral exams, practice report questions or techniques for approaching this type of assessment. You may also have other examples you wish to include.

Section 3

Please indicate if you wish to self-invigilate the written report part of the assessment. Accredited Providers may opt to self-invigilate rather than use APM invigilator services or the online proctor for online assessments based in a classroom. You are required to comply with the 'Service Level Requirements for Examinations'. Invigilators may be added at any time post accreditation, on completion of the relevant form.

Accredited Providers may opt to self-invigilate at any time during the initial accreditation phase for PPQ 2nd edition (pro-rata fees will apply). Fees would not normally be invoiced until accreditation is confirmed.

Opting to self-invigilate does not preclude a provider from requesting an APM invigilator, should the need arise, at the standard fee.

Section 4 – APM Competence Framework Licence

Please tick the box if you intend accessing the *APM Competence Framework*. Downloading and use of the *APM Competence Framework* is subject to Terms and Conditions, which are available on the APM Website. www.apm.org.uk/terms-and-conditions/

Section 5 – Please supply any other information you feel may be relevant to your accreditation application

Please provide any additional information you believe is relevant to your application for accreditation and would assist APM in its desk review of your application.

Section 6 – Data protection and preferences

Please tell us whether you would like to receive information about APM, project management and our products and services. If you are not an existing APM Accredited Provider, you are also required to complete and return the Data Protection Risk Assessment Questionnaire provided in the application pack.

Section 7 – Declaration

This should be signed by the individual in the organisation who can ensure that the organisation's quality standards are maintained and that the organisation continues to meet the criteria for accreditation.

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*, 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*.

Association for Project Management

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