

GUIDANCE NOTES

## Fellowship (FAPM)

Guidance for completing your  
Fellowship application

## Introduction

This guide will help you prepare for your application for Fellowship of the APM (FAPM). If you are successful, you will join the APM membership as a Fellow and will be able to use these post-nominals after your name.

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

## Are you eligible?

You need to:

- Have held Full membership of APM for at least 5 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 major 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 APM's **Code of Professional Conduct**.

## Application Process

You will need to provide:

- A project experience overview demonstrating experience in a role 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 major 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 obtained from the Membership Fellow area on APM's website or **here**.

### *Checklist of evidence*

- Project experience overview (application form)
- Personal statement (application form)
- **Two statements of support** (template provided by APM)
- Method of payment.

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

## What happens next?

Once you have submitted your completed application:

- An initial review will be carried out by the APM membership team. If any more information is required regarding the application process, you will be contacted to confirm or supply more details.
- Your application for fellowship will be assessed by the Membership Panel. If further clarification is needed on how the applicant meets the membership requirements, the Membership Panel may request additional information, and potentially a telephone interview with the applicant. Should an interview be required, this will be conducted by two Membership Panel members and will focus on seeking clarification only.
- You will typically receive the outcome of the assessment decision within 6 weeks of submitting your application.

If you are successful, you will receive an email, your membership card and a digital badge confirming your achievement. If your application is not successful, we will write to you and explain the reason for the decision. You will be given feedback and guidance to help you resubmit.

If you are unable to demonstrate the requirements for FAPM, you may be awarded membership as an Associate or, where the requirements for MAPM have been met and the applicant is not already a full member, MAPM may be awarded. You may upgrade to FAPM without additional charge when you have satisfied the required Fellowship criteria.

## Other things to note

### Confidentiality

APM anticipates that you should be able to provide required information at a level of detail that does not breach any necessary confidentiality. Please note that all panel members have signed confidentiality agreements.

## Special arrangements

### Medical and mobility

APM is committed to promoting a positive attitude towards people with special learning and physical needs. It has a great deal of experience in facilitating individual requirements and tailoring adjustments with the aim of removing any unfair disadvantage that an individual may encounter as a consequence of their medical condition.

Access to the facilities or arrangements described here can be granted to applicants with disabilities/learning difficulties who apply to the APM membership team. A dispensation may be allowed for applicants with a medical or physical condition that prevents them from completing the assessment within the normal regulations. For assistance with any of the above, or for any other requirements, please contact the APM membership team at **members@apm.org.uk** or call **01844 271 681**.

## Enquiries, complaints and appeals

For further information regarding the appeals process, or if you have an enquiry regarding your result, please contact **results.enquiries@apm.org.uk**

## Appendix:

### Project experience overview

You will need to provide overviews in a role responsible for projects, programmes, portfolios, or a key control or enabling function. You must say what you were accountable for and the length of the work.

Write your answers in the first person. "I did..." Avoid jargon and company acronyms, remember the panel members won't know your organisation so explain things as clearly as you can using plain English.

Example roles include:

- Project manager: the project manager is responsible for the day-to-day management of the project and must be competent in managing the six aspects of a project, i.e. scope, schedule, finance, risk, quality and resources.
- Programme manager: the programme manager is responsible for the day-to-day management of the programme including the coordination of projects and change management activities.
- Business change managers: business change managers are responsible for successful transition and benefits realisation.
- Portfolio manager: the portfolio manager selects, prioritises and controls an organisation's projects and programmes in line with its strategic objectives and capacity to deliver.
- Specialist project management role: PMO/Risk, planning specialist, etc where the individual is responsible for the management of the specialist team.
- Sponsor: where the individual is responsible for sponsoring a project, programme or portfolio.

**N.B. There is a limit of 500 words for your project experience overview**

## Personal statement

You must 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 have 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.

Write your answers in the first person. "I did..." Avoid jargon and company acronyms, remember the Panel members won't know your organisation so explain things as clearly as you can using plain English.

To achieve APM Fellowship you must be able to demonstrate you have experience in project management and have made a major 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**

## Statements of support

You must provide two statements of support from two different people, confirming that these individuals are:

- Happy to support your application by signing a pre-written document. You will need to contact these people in advance and have them complete the statement. Please only use the **statement of support** provided.
- These individuals could be another project professional or your line manager but cannot be a family member or an employee of APM. They should be satisfied you have met the FAPM requirements and be happy to confirm this.

The **statement of support** can also be downloaded from our website: [apm.org.uk](http://apm.org.uk)

## Code of Professional Conduct and online directory

In this section you will be asked to confirm that you have read, understood and will abide by APM's Code of Professional Conduct: [apm.org.uk/codeofconduct](http://apm.org.uk/codeofconduct). This will demonstrate your commitment to the profession, CPD, ethical behaviour, and your willingness to support others. APM reserve the right to sample CPD.

## Maintenance of Fellowship

Fellowship is maintained through payment of an annual subscription.

## Association for Project Management

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