

GUIDANCE NOTES

APM Academic Accreditation

guidance for completing your
accreditation application



CONTENTS

Overview	3
Application process	3
Assessment decision	3
Annual renewal	4
Assessment criteria	4
Guidance on completing your application form	
Section 1 – Your details	4
Section 2 – Your course	4
Section 3 – APM engagement	4
Section 4 – Evidence map	5
Pricing	5

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

Academic Accreditation is designed to help students choose project management education to support their professional project management career. It recognises universities (HEIs) that engage with the project management profession and offer modules/courses/programme frameworks to students which demonstrate alignment to the *APM Body of Knowledge*.

Application process

Once you have made the decision to apply for academic accreditation the following process will apply

Completion of an application form and submission to APM together with supporting evidence

Application checked for completeness

Assignment of an APM Assessor upon receipt of the initial fee

Assessor review of the application and virtual meeting on a mutually convenient date

Completion of the assessment and submission of a report by the assessor with a recommendation to APM

Once an application form and supporting material is received, together with the initial fee, and providing everything is in order, we would expect to complete an assessment within six to eight weeks. This is dependent upon assessor availability and the availability of the applicant organisation.

Successful applicants receive a certificate, the accreditation logo and a copy of the assessor's report.

Assessment Decision

The outcome of the assessment will be:

- Accept for accreditation
- Accept with conditions
- Does not meet the criteria

Where conditions are placed on an accreditation, the applicant will have up to six months to meet those conditions, after which a full reapplication will be required.

If your application does not meet the criteria, you may make a re-submission at any time which will be treated in all respects as a new submission.

Annual renewal

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

Please note, APM should be informed, as soon as possible, if any changes are made to accredited courses or modules such that would impact on the coverage of and alignment with the *APM Body of Knowledge*, or the institution's engagement with APM, as required under the accreditation standard.

Assessment criteria

For a module/course/programme framework to meet the requirements of academic accreditation, an assessor will review applications for evidence that:

- the module/course/programme framework is externally regulated by QAA, or an equivalent body, and has been validated by the university
- the teaching and opportunities for students promote engagement with APM, the chartered body for the project profession
- the module/course/programme framework is project management* focussed and covers a minimum of 50% of the *APM Body of Knowledge*, with evidence across all 12 sections. It is expected that the *APM Body of Knowledge* will be referenced in the course materials and APM definitions used.

The content assessed will lead to a single module, single final award or a programme framework with a maximum of one module variation between each of the courses on the framework.

A summary of the latest version of the *APM Body of Knowledge* is provided in Appendix A to this guidance.

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.

Section 2 – Your course

Please insert the course details as requested.

Please state if, during the lifetime of the course, module or framework, there have been any significant changes to the content, and provide the detail and date of these changes. APM may include a date range on the accreditation to take account of any significant changes. This date range would only impact the acceptance of this qualification in applications for full membership of APM.

Section 3 – APM engagement

Please state how engagement with APM is promoted through the teaching and student opportunities. As a minimum, this will be through the promotion of student membership, and engagement with APM's online resources and APM events.

Engagement will be monitored via annual reports and at reaccreditation. Tangible evidence will be required to support the statement at reaccreditation.

*includes project, programme and portfolio management

Section 4 – Evidence map

Indicate where you believe your course/module maps to the *APM Body of Knowledge*. Any course or module must cover a minimum of 50% of the *APM Body of Knowledge*, with evidence across all 12 sections. It is also expected that the *APM Body of Knowledge* will be referenced in the course materials and that APM definitions will be used.

This section of the form has been divided into 12 (one box for each section of the *APM Body of Knowledge*), however, multiple topics (sub-sections of the *APM Body of Knowledge*) may be referenced within each box. The mapping references should be sufficiently detailed to enable the assessor to easily locate the relevant course material.

To support the evidence map, as part of your application, APM will expect to see:

- **for a module** – the module descriptor, outline content and examples of teaching material
- **for a full course** – all module descriptors and outline course content, along with examples of teaching material from at least 2 modules

Supporting documents can be provided as appendices, via temporary access to your virtual learning environment or through hyperlinks within the application form (where information is hosted on a website).

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 the completion of an annual report, confirming 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.

Association for Project Management

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

Tel. (UK) 0845 458 1944
Tel. (UK) +44 1844 271 640
E-mail info@apm.org.uk
Web apm.org.uk

Completed forms to:

accreditation@apm.org.uk

For queries regarding Academic Accreditation or this annual report form, please contact the Accreditation Department:
Tel: 0845 4581944 or Email: accreditation@apm.org.uk

Association for Project Management is incorporated by Royal Charter RC000890 and a registered charity No. 1171112. Principal office as shown above.