Recognised Assessment
Applicant Guidance Notes

Chartered Project Professionals will be able to demonstrate:

- Advanced technical knowledge and understanding of how to deliver projects/programmes/portfolios, taking into account many interacting factors and different potential approaches;

- Successful application of this knowledge to deliver projects/programmes/portfolios that involved:
  - uncertainty or conflicting objectives;
  - high levels of unpredictability or risk;
  - multiple work packages/project/programmes; and
  - multiple interdependent stakeholders, possibly with competing interests

- Commitment to professional ethics; and

- Currency of practice and commitment to continuing professional development (CPD).

Individuals will be eligible to apply via one of the Recognised Assessment routes to achieve chartered status if they hold one or more assessments that have been approved for this purpose by APM. The relevant awarding body will need to submit an application to APM for this approval. These guidance notes are to be used in conjunction with the Recognised Assessment application form, and the chartered competences contained in the Recognised Assessment Overview.

Please complete all sections of the application form. The only section that is not mandatory is Section 6 Additional Information, where applicants have the opportunity to provide further context for their assessment.

Where evidence is available in other documentation, please provide clear referencing in your application form (for example, page number and paragraph) and provide the additional information by way of annex to your application. Any materials referred to within the application should be provided by way of annex.

Section 1: Your organisation

1.1 In this document and the associated application form, the term 'organisation' includes both organisations and awarding bodies.

1.2 Please complete all parts of this section, including details of the main contact during the assessment and the name of the applicant organisation.

Section 2: Your assessment

2.1 The name of the assessment to be recognised will be the name on the certificate of APM Chartered Recognised Assessment, should the application be successful.

2.2 Validity for all Recognised Assessments (routes 1 and 2)

Organisations must declare on the application form or any time during the life of the Recognised Assessment if there have been any significant changes to quality, level or coverage of the assessment and the detail and date of these changes. APM may include a date range on the validity of Recognised Assessments to take accounts of any significant changes.

2.3 Please specify which type of Recognised Assessment is being applied for (tick one box only). The application form identifies the areas required for each type of recognition.

1. Please see footnote

2.4 Please indicate whether this is an initial application or a re-recognition application.

2.5 Please explain what method of assessment is used for technical knowledge (and professional practice if applicable).

1. Where there are options for pathways within an assessment e.g. different module combinations that can lead to different final awards, a maximum of 14 competences can be covered in a single application. Each final award must meet the coverage and level requirement and the application of the quality criterion must be the same.

Applications for Recognised Assessment are reviewed against Quality, Coverage and Level criteria to demonstrate alignment to, and fulfilment of, the chartered standard. The application form contains a section on each and requires evidence of how each criterion has been met by your Assessment, which is to be clearly referenced.

Section 3: Quality

a   Please indicate if your organisation, and your assessment is regulated by an approved external verification and recognition body. Please include dates for the period of recognition. This may include for example, Ofqual, SQA, QAA, UKAS, or other international external verification or recognition bodies, or if your organisation holds current ISO17024 accreditation, please include the period of accreditation. If you hold any recognition that you feel is relevant and is not listed above, please contact APM for more information.

If your organisation does not hold an external recognition, please complete section b.

b   1.   Please include details of the assessment process from the point at which initial contact is made with the candidate through to its ultimate conclusion. Assessors will expect to see evidence of how candidates are engaged, informed, supported and prepared.

Evidence could include:
- Learning outcomes and assessment criteria
- Candidate guidance, including the approach taken to assessment
- Examples of communication

2.   There should be evidence of how the needs of individual candidates are met, including the handling of any special dispensations.

3.   Please describe how impartiality is achieved. Consideration should be given to whether there are any potential conflicts of interest during the assessment process and, if so, how these are addressed. As a matter of principle, we would not expect to see instances of conflict of interest. Those involved in assessment decisions will not have participated in the training or preparation of the candidate.

However, in cases where a conflict of interest does arise, we would expect to see evidence as to how such conflicts are managed within the assessment process, from application to assessment decision. These principles should apply to applicants, candidates, and those who have been through the assessment.

4.   Assessors will expect to see evidence of how those making assessment decisions are recruited, trained, and equipped to ensure valid and fair assessments as part of an ongoing and standardised approach. You must explain how the assessment operates, identifying support staff, external suppliers, external accreditations, as well as auditing and evaluation and quality control processes. You must also provide information identifying the project management expertise of staff involved in the delivery of the assessment. The staff association with the management and delivery of the assessment should be appropriate to the learning outcomes and assessment requirements to be achieved.

5.   Assessors will expect to see documented policies, procedures and related documentation on how appeals and complaints are managed including the review/escalation process including; how it is tracked, how the appellant is communicated with, and how any actions are taken, monitored and enforced, and how impartiality is ensured. A communication approach that factors in two-way communication is expected.

This policy should be publicly available without request.

6. Evidence will be required to show that there are methods and procedures in place to ensure the fairness and validity of assessments.

    Evidence could include:
    - The approval process for assessment material
    - Appropriateness of the assessment method

7. Evidence will be required to show that the assessment is monitored over time to confirm the ongoing comparability of assessments and their results. This may be qualitative and/or quantitative, and may include but will not be limited to, for example, pass/fail policy or processes, statistics for markers, managers ratings, working within certain tolerances/fair judgements.

Section 4: Purpose and positioning

In completing this section, applicants need to provide an overview of the assessment, to provide APM with the details of the context of the assessment, its purpose and positioning.

Evidence could include:
- Timeframes for the assessment, including key milestones
- Key features of the assessment process
- Sample assessment materials
- Progression routes
- Pre-requisites
- Target market/candidate profile

Section 5: Coverage and level

The table must be completed to provide a mapping, demonstrating where a **minimum of 4 of the assessment criteria for each of the competences chosen** are covered. Applicants must specify which criteria they consider to be covered using the assessment criteria reference (e.g. *TK1.1*, or *PP1.2*) and clearly signpost where their materials evidence of that coverage can be found. Applicants may find that evidence is found for one competence assessment criteria in another competence area within their materials.

To confirm coverage and level requirements are met, assessors will need to see examples of assessment material used, how these are assessed, and feedback given to candidates.

Evidence could include:

- Sample examination questions
- Model answers
- Module descriptors
- Syllabus assessment criteria
- Assessment specifications
- Samples of candidates work
- Marking schemes

Coverage

The coverage requirement is 10 competences, with a minimum of 8 mandatory from the chartered competences available in the Recognised Assessment Overview (all of the mandatory competences are pages 7–18, and the elective are pages 19–34 (including contents pages)). The 10 could be made up of the following options:

- each of the 10 mandatory (shown in the chartered competences, including either 1a or 1b)
- any 9 mandatory and any 1 elective competence
- any 8 of the mandatory and any 2 of the elective competences

Please refer to the chartered competences to provide a mapping of where the evidence is available at an assessment criteria level, and explain how a minimum of:

- 4 assessment criteria are covered across each technical knowledge competence;

or

- 4 assessment criteria are covered for each competence for both technical knowledge and professional practice (8 assessment criteria in total across each competence).

Organisations should complete the mapping against all assessment criteria that they believe are met, not just the minimum number of 4 per competence. Organisations may submit evidence against up to 14 competences.

The approach to mapping may vary by applicant, but applicants are expected to clearly indicate where in the materials, evidence of coverage of assessment criteria can be found. This may be in bullet point format with page numbers, or depending on how the materials are presented, in explanatory text supported by page numbers. All materials referenced within the application should be provided with the application.

Level

The evidence provided must demonstrate how the assessment meets the level requirements and can be in the format of an overarching statement with supporting evidence.

The level assessed must be in line with the chartered standard requirements, which are:

Technical Knowledge

- Advanced technical knowledge and understanding of how to deliver projects/programmes/ portfolios, taking into account many interacting factors and different potential approaches;

Professional Practice

- Successful application of this knowledge to deliver projects/programmes/portfolios that involved:
    - Uncertainty or conflicting objectives;
    - High levels of unpredictability or risk;
    - Multiple work packages/project/programmes; and
    - Multiple interdependent stakeholders, possibly with competing interests

The table in section 5 is a mandatory component to be completed in all instances. Organisations need to complete the table for either technical knowledge only, or for both technical knowledge and professional practice, depending on the nature of the Recognised Assessment being applied for.

Assessments will sit at a level aligning to or above the following:

SCQF	RQF/QCF	Higher Education
Level 9	Level 6	Bachelor's Degree

Section 6: Additional information

This section is not used against any assessment criteria but for context only. It is the only non-mandatory section.

Please provide any other information that you feel would be of benefit in allowing the assessor to determine the extent to which your assessment meets the Recognised Assessment requirements.

Section 7: Declaration

Please sign and date the application form, acknowledging that you have received, read and understood the guidance materials to support your application.

The member of staff signing the application form on behalf of your organisation should be responsible for the assessment decisions and ongoing quality of the assessment.

Please ensure that all parts of the report are completed before returning it to APM at recognised.assessments@apm.org.uk:

If the material you are submitting is of a confidential nature, please email the recognised assessment email box above and we will send you a link to a secure site.

Section 1: Your organisation	
Section 2: Your assessment	
Section 3: Quality	
Section 4: Purpose and positioning	
Section 5: Coverage and level *including which assessment criteria are being referred to, and examples of assessment material and candidate work*	
Section 6: Additional information	
Section 7: Declaration	
Copies of any materials referenced within the application provided	

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