

GUIDANCE NOTES

Fellowship (FAPM)

Guidance for completing your
Fellowship application

Introduction

This guide will help you prepare 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 the post-nominal FAPM after your name.

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

Are you eligible?

You need to:

- As a practitioner, 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 significant 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 the **APM Code of Professional Conduct**.

Application Process

You will need to provide:

- A project experience summary detailing your experience in role(s) 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 significant 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 website apm.org.uk/membership/fellow

Checklist of evidence

- Project experience summary (application form)
- Personal statement (application form)
- **Two statements of support** (template)
- Method of payment.

Once you are ready to submit, your completed application form and two statements of support should be emailed to info@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 you will be contacted to supply further details.
- Your application for membership will be assessed by the membership panel. The panel will either award fellowship or, if unsuccessful, feedback will be provided to support their decision.
- You will receive the outcome of the assessment decision within 6 weeks of submitting your application.

If you are successful, you will receive an email confirming your achievement, your digital membership card and badge will follow within 7 working days. 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 Fellowship, you may be awarded membership as an Associate or, where the requirements for Full Membership have been met and the applicant is not already a full member, MAPM may be awarded. You may upgrade to Fellow 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.

Reasonable adjustments

APM will work in partnership, with applicants who have either short- or long-term conditions, specific learning difficulties, or are regarded as disabled as defined by the Equality Act 2010. We seek to provide an accessible application to support you. All requests for reasonable adjustments must be evidenced with supporting documentation, for example a letter confirming adjustments in the workplace or documentation from your GP. For assistance with any of the above, or for any other requirements, please contact the APM membership team at info@apm.org.uk or call **01844 271 681**.

Enquiries, complaints and appeals

If you have any enquiries regarding the outcome of your results, visit us at apm.org.uk/apm-complaints-process/assessment-results-enquiry-process

Project experience

You will need to complete within the application the project experience fields, which requires:

- Job title
- Company
- Duration of role

A summary is required which should include your own specific accountabilities or responsibilities in relation to the project delivery experience as a practitioner against the roles referenced.

Remember the panel will not know you or the organisations you have worked for. It is important to explain your experience to them as clearly as you can, avoiding acronyms. They are specifically looking at your personal experience so write in the first person e.g. 'I did...'.

There is a word limit for your project experience of 500 words.

Additional evidence to demonstrate your experience will not be accepted, you should utilise your word count appropriately.

You must include within the summary your roles and responsibilities as a practitioner. Specifically, you should evidence, within the context of your delivery experience;

- The role(s) you undertook and the duration
- What you were personally responsible/ accountable for
- How you managed and delivered activities aligned to your accountabilities

Example roles include:

- Project manager
- Programme manager
- Business change managers
- Portfolio manager
- Specialist project management role
- Sponsor

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 has 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. As with your project experience, it is important to explain to the panel as clearly as you can, avoiding acronyms. They are specifically looking at your personal contributions so write in the first person e.g. "I did...".

Additional evidence to demonstrate your experience will not be accepted, you should utilise your word count appropriately.

To achieve APM Fellowship you must be able to demonstrate you have experience in project delivery as a practitioner covering the required duration and have made a significant 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**



Your examples should thoroughly detail the impact of your contribution, for example, specifying the detail of your activity including who was impacted and why this was valuable.

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.
- 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 Fellow requirements and be happy to confirm this.

The **statement of support** template can be downloaded from our website: apm.org.uk/membership/fellow

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 the **APM Code of Professional Conduct**. 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.

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