

APM Academic Accreditation – Supporting evidence and BoK Mapping Requirements

Supporting Evidence Guidance:

The list below represents a complete set of evidence, that together with the application form itself, would provide the assessor with a clear overview and understanding of the module/course seeking accreditation.

- Detailed mapping against the *APM Body of Knowledge 6th edition*. While it is accepted that a course will cover a range of project management approaches, reference to the *APM Body of Knowledge 6th edition* content will be expected. For example, where APM definitions are available, these should be used within the course content.
- Copies of or links to Course material
- Course overview showing how/where individual modules sit
- Module handbook including learning outcomes for each module
- External examiner reports (if available)
- Copies of or links to any relevant policies: QA, internal validation, course review and development, disciplinary/complaints procedure, admissions
- Staff CVs: for all those involved in the delivery of the course/module, highlighting their project management experience (academic or practitioner)
- Examples of how student feedback is collected and acted upon.

This is not an exhaustive list and you are welcome to include any other information which you feel supports your application. Documents can be provided as appendices, via access to your virtual learning environment or through hyperlinks within the main application form (where information is hosted on a website).

APM Academic Accreditation – Body of Knowledge Mapping Requirements

- 1) APM Academic Accreditation focusses on the alignment of your course materials to the [APM Body of Knowledge 6th edition](#). The mapping exercise provides a series of signposts to allow the assessor to identify where topics are covered in the course materials.
- 2) The course may not cover all *Body of Knowledge* topic areas – only those covered need to be included in the mapping.
- 3) For each *Body of Knowledge* topic that is covered you should indicate which course materials relate to the **main teaching** of that topic. We do not need you to map every reference to every topic, for example: risk management – reference the main learning materials for this topic but not every mention of risk management throughout the course.
- 4) The mapping references should include sufficient detail for the assessor to easily locate the relevant course materials. Depending on how you label your materials this could be lecture number, slide number(s), week number and so on. Please see example mappings below.
- 5) You can either provide soft copies of the course materials (i.e., PDFs or PowerPoint slides) or arrange temporary access to the University VLE. Course materials might be divided by module, teaching week, topic etc – this doesn't matter as long as the mapping follows the same pattern.

See examples of mapping on the following page.

APM Academic Accreditation – Supporting evidence and BoK Mapping Requirements

a. In this example all course materials were provided as slide sets in appendices

Body of Knowledge reference	Reference in accompanying documentation
<i>e.g 3.5 Risk Management</i>	<i>e.g Slides 3-6, course materials pages 27-35</i>
1.1 Governance	
1.1.1 Project management	Appendix 1 Project Management Overview Slides 2 to 7
1.1.2 Programme management	Appendix 1 Project Management Overview Slides 10 to 22
1.1.3 Portfolio management	Appendix 1 Project Management Overview Slides 10 to 22
1.1.4 Infrastructure	
1.1.5 Knowledge management	Session 12 Lessons Learnt in Project Management
1.1.6 Life cycle	Appendix 1 Project Management Overview Slides 41 to 52
1.1.7 Success factors and maturity	Appendix 1 Project Management Overview Slides 30 to 39
1.1.8 Sponsorship	
1.2 Setting	Appendix 1 Project Management Overview Slides 10 to 22
1.2.1 Environment	Appendix 1 Project Management Overview Slides 9 to 15
1.2.2 Operations management	
1.2.3 Strategic management	Appendix 1 Project Management Overview, Slides 9 to 15
2.1 Interpersonal skills	Appendix 8 Communication and Negotiation
2.1.1 Communication	Appendix 8 Communication and Negotiation Slides 2 to 12
2.1.2 Conflict management	Appendix 8 Communication and Negotiation Slides 22-25
2.1.3 Delegation	
2.1.4 Influencing	
2.1.5 Leadership	
2.1.6 Negotiation	Appendix 8 Communication and Negotiation Slides 22-25
2.1.7 Teamwork	Appendix 8 Communication and Negotiation Slides 22-25

b. In this example all course materials were provided by module

APM Body of Knowledge reference	Modules	PMFR Reference in accompanying documentation
1.1 Governance		
1.1.1 Project management	EPM420	Perspectives on Management and Leadership Slides 1,3,4,5,6,9,10,12,13
	EPM421	Entrepreneurship, Innovation and Enterprise Slides 1,2, 3,4,6,7, 11,13
	EPM946	
1.1.2 Programme management	EPM420	Slides 1,3,4,5,7,8,10, 12, 13
	EPM421	Slides 5, 7, 8, 9, 11, 12
	EPM422	
	EPM946	
1.1.3 Portfolio management	EPM420	Slides 3,4,5,7,8,10,12,13
	EPM421	Slides 7,8,10,11,12,14,15,16
	EPM945	Portfolio Theory part (all)
1.1.4 Infrastructure management	EPM946	
1.1.6 Life cycle	EPM946	
1.1.7 Success factors and maturity	EPM946	
1.1.8 Sponsorship	EPM946 EPM422	