

Application form

APM Training Provider Accreditation Application



Please read the guidance notes and refer to these when completing the application.
Please complete the relevant sections below and return to accreditation@apm.org.uk

Part 1

Please indicate which APM Qualification(s) you wish to offer.

| | |
|--|--------------------------|
| APM Project Fundamentals Qualification | <input type="checkbox"/> |
| APM Project Management Qualification | <input type="checkbox"/> |
| APM Project Professional Qualification | <input type="checkbox"/> |
| APM Project Risk Management level 1 | <input type="checkbox"/> |
| APM Project Risk Management level 2 | <input type="checkbox"/> |

Organisation details

| | |
|--|--------------------|
| Organisation name | |
| Organisation address | |
| Tel | Email |
| Web | |
| Company registration number | Company VAT number |
| How many years has the organisation been in existence? | |
| Comment | |

Parent organisation details (if applicable)

| | |
|----------------------|-------|
| Organisation name | |
| Organisation address | |
| Tel | Email |
| Web | |

Contact details

Main contact for the accreditation

| | | |
|-----------|------------|-----------|
| Title | First name | Last name |
| Job title | Tel | Email |

Finance contact

| | | |
|-----------|------------|-----------|
| Title | First name | Last name |
| Job title | Tel | Email |

Please indicate if you require purchase orders for invoicing

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Administration contact (if different to main contact)

| | | |
|-----------|------------|-----------|
| Title | First name | Last name |
| Job title | Tel | Email |

Part 2

Standard 1 – Organisation status and structure

Please confirm you have attached the following documentation:

Evidence of financial viability (1.2)

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Professional indemnity insurance certificate (1.3)

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Evidence of governance and decision-making structure (1.4)

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Evidence to demonstrate demand for qualification(s) (1.7)

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1a Please confirm the organisational approach to identifying and managing conflicts of interest, whether potential or realised.

1b How does the proposed qualification(s) delivery fit with the organisation's overall strategy?

1c Does the organisation hold other external accreditations? If yes, please state which.

1d Has the organisation ever had an external accreditation revoked? If yes, please provide the pertinent details.

1e What external certifications does the organisation hold? (e.g. ISO 9001)

Standard 2 – Legislation

Please confirm you have attached the following documentation:

Equal opportunities and Disability policy for employees (2.1)

Equal opportunities and Disability policy for learners (2.1)

Completion of supplier DPA questionnaire (2.3) (see online application pack)

Evidence of adherence to health and safety (2.4)

2a Please confirm how employees are trained in equality and diversity to ensure learners and employees are not treated unfairly.

2b Please confirm how delivery plans are adapted to ensure an equitable learning experience for all learners.

Standard 3 – Organisation operations

Please confirm you have attached the following documentation:

The policies detailed in question 3a (3.3)

Facilities used must be of an appropriate standard. Evidence of current facilities contracts and/or licences relevant to the delivery of APM qualifications (3.8)

3a Please detail the relevant policies and demonstrate the link with organisational procedures that are in place to deliver APM qualification(s).

3b Please confirm your predicted learner volumes per qualification you are applying for. Share your organisational plan to achieve these volumes and the supporting capacity planning for delivery.

3c What are the organisation's learner : associate ratios? What is the rationale for this number? How does the organisation ensure these ratios are maintained?

3d What is the organisational IT infrastructure to support predicted learner volumes?

3e Please confirm the organisation's approach to identifying risks and contingency planning in relation to:
Staffing –

IT failure –

Venue cancellation (if applicable)

3f Please confirm how the equipment and facilities to be used to deliver APM qualification(s) are fit for purpose, available to all learners and offer a quality learning experience.

Standard 4 – Planning and course delivery

For each qualification you wish to deliver, please provide the following information, noting any differences between qualifications’.

Please confirm you have attached the delivery plans for each qualification which clearly demonstrate:

Learning objectives and Learning outcomes (4.1)

Notional learning hours to meet with qualification specification (4.1)

Assessment practice and examination preparation (4.4)

Names of associates the organisation has trained to deliver on the relevant parts of the delivery plan (4.8)

Please confirm you have submitted the course materials for

APM Project Fundamentals Qualification

APM Project Management Qualification

APM Project Professional Qualification

APM Project Risk Management level 1

APM Project Risk Management level 2

Please confirm you have attached the following documentation:

Evidence of associate observations and connected improvement plans (4.8)

4a How are the learning materials made available to learners? At what point does this occur?

4b What directed development takes place?

4c What are the effective strategies used to involve all learners towards the APM qualification(s)?

4d What is the process for updating course content?

4e Please detail the organisation's quality assurance practices for the APM qualification(s) delivery, confirming who has overall responsibility for the maintenance of quality assurance in the organisation.

4f How does the organisation gather learner feedback? How is this analysed and documented? How are actions reviewed for effectiveness?

Please confirm if you intend to deliver the PMQ as part of an apprenticeship programme.

Standard 5 – Staffing and Professional Development

5a Please describe the organisation's recruitment, retention and development policies for associates. Include details of experience and qualification verification.

5b How does the organisation ensure their employees have a realistic workload and have appropriate support and supervision?

5c How does the organisation support employees to professionally develop?

Standard 6 – Learner experience

6a Please describe how the APM accreditation and APM qualification(s) will be publicised. Include any links and/or publicity material.

6b How is learner suitability assessed against subject and qualification level?

6c What initial learner assessments take place? How does this information inform the individual learning plan?

6d Describe the induction process for the APM qualification(s) and what learning materials are referred to.

6e Please confirm how learner needs and, where required, reasonable adjustments to learning and examinations are implemented. State the process to be followed to request reasonable adjustments to APM for consideration towards an individual learner exam.

6f What safeguarding measures are in place for learners?

6g How do you inform learners of further APM qualifications and/or membership opportunities?

Part 3

Please list any additional documentation being submitted not already stated within the application form.

Please supply any additional information you feel may be relevant to the application.

Accredited training providers are listed on the APM website unless they request otherwise.

For this purpose, please supply the details below:

| Mode of delivery | |
|------------------|----------------------------|
| Delivery format | Course (APM qualification) |
| Classroom | |
| Distance | |
| Blended | |

| Delivery Locations | | | |
|--------------------|--|--------------------|--|
| East Midlands | | East of England | |
| London | | North East | |
| North West | | Northern Ireland | |
| Scotland | | South East | |
| South West | | Wales | |
| West Midlands | | Yorkshire & Humber | |

Please confirm if you have an active client base outside of the UK and enter the countries in which you deliver or intend to deliver APM qualifications.

If known at this stage, please provide the website URL for the area of your website where information on the APM accredited course will be located.

Please also attach your company logo in .PNG format.

Submitting courses to the course finder

All training providers can add specific courses to the APM website, which will allow visitors to browse and choose the right course for them. If you wish to do this, please provide an email address below, if known at this stage. Once added to the database you will be sent details on how to add courses.

Registered email address:

Declaration

By signing this application form you are confirming all content to be accurate and a true representation of the organisation and its policies and procedures.

If our application is successful, we agree to comply with APM's document Accredited Provider [terms and conditions](#).

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We will publish your accredited status on the APM website.
Please tick this box if you do not wish this to occur.

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Section 5: Data protection and preferences

Data protection We look after your data carefully; please ask for our privacy policy or go to: apm.org.uk/apm-privacy-statement for more detail. We'd like to send you information about us, project management and our products and services.

You can tell us how you'd like to receive information online or by calling us, and opt out at any time:

☐

Yes please – I'd like you to keep me up to date (check the box)

☐

No thanks – only send me essential information (check the box)

Name

Position

Signature (please type your signature in here)

Date (DD/MM/YYYY)

/ /



**We are the only chartered membership
organisation for the project profession**

Completed forms to:

accreditation@apm.org.uk

For queries regarding training provider Accreditation, please
contact the Accreditation Department: Tel: 0845 4581944
or Email: accreditation@apm.org.uk

Association for Project Management
Ibis House, Regent Park, Summerleys Road
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