

Assessor APM Endorsed– Role description

The Assessor reviews APM Endorsed applications against set criteria to ensure confidence in the marketplace for those organisations awarded endorsement by APM.

Purpose

The Assessor is responsible for working with APM, to ensure that endorsement applications meet the requirements of the endorsement framework and criteria.

Responsibilities

- Assess endorsed applications against the APM endorsed framework and criteria supplied and follow processes described in the guidance documentation
- Carry out assessments in a professional and timely manner
- Declare any conflicts of interest prior to an assessment taking place
- Keep the Accreditations team up to date with the progress of any assessment
- Determine materials are clear, consistent, comprehensive, understandable, useful to trainer and audience and consistent with delivery methods
- Submit reports following assessment of the course/establishment in a clear and timely manner
- Attend a minimum of one APM Endorsed assessor standardisation meeting per year
- Support the assessor quality assurance reviews in line with the sampling strategy
- Act in the best interests of APM at all times

Experience/qualifications needed

- Have relevant current project management practitioner experience
- Have evidence of up to date engagement with CPD and willingness to continue such engagement
- Have the ability to assess evidence against established criteria to make informed assessment decisions

The successful candidate is expected to undergo training on APM's processes and regulations.

Desirable experience/qualifications

- Hold full APM membership or above
- Hold an APM qualification at PMQ level or higher or a recognised qualification in project management as equivalent
- Have at least 2 years' experience in assessing accreditation applications