

# Chartered Project Professional (ChPP) Pilot Handbook

v.1

CONFIDENTIAL DRAFT

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## 1) Introduction

The Association for Project Management (APM) is the only chartered membership organisation for the project profession in the world. Our activities raise the profile of the project profession, challenge the status quo where it matters and set the highest standards. In a complex world, we're helping the project profession deliver better. Because when projects succeed, society benefits.

Chartered status shows you've achieved the highest standard of expertise and have proven your exceptional project capabilities, through a defined level of technical knowledge, professional practice and ethical behaviour. This forms the basis of the assessment that you must pass to gain Chartered Project Professional (ChPP) status, and the inclusion on the Register of Chartered Project Professionals.

The standard has been designed to be equally accessible to individuals both with or without project management qualifications (APM or others) but with significant relevant experience of projects, programmes or portfolios. It's drawn from the [APM Competence Framework](#) and recognises the diverse paths individuals take into the profession, offering four pathways to ChPP.

### 1a) Stakeholder input to the assessment

We have developed this pilot of the Chartered Project Professional (ChPP) standard to incorporate feedback from our stakeholders. This includes input from:

- Chartered Project Professionals.
- APM Corporate Partners.
- APM Board of Trustees.
- Chartered assessors.
- Project professionals.

## 2) ChPP Pilot assessment at a glance

<b>Prior experience</b>	Candidates should have a proven track record of delivering complex projects.
<b>Academic level</b>	SCQF Level 10 (equivalent to RQF Level 4) Subject to application and approval post pilot.  Equivalent in level to a Bachelors' Degree with Honours, and involves advanced knowledge, complex problem-solving, and significant professional autonomy.
<b>Assessment structure</b>	Aligns with the <a href="#">APM Competence Framework</a>
<b>Modes of study</b>	Self-study
<b>Assessment format</b>	Written exam  Virtual presentation with Question & Answer (Q&A)
<b>Assessment length</b>	Written exam: 1.5 hours  Virtual presentation with Q&A: 1 hour, 5 mins  (35 min presentation and 30 min Q&A, with a comfort break of 10 mins in between)
<b>Assessment model</b>	The written exam is completed online, in the Surpass platform. The exam will cover four competences and include 14 questions, worth a total of 60 marks.  The presentation will cover 13 competences (addition of Ethics, Compliance and Professionalism) and is worth a total of 50 marks.  The Q&A will cover 5 evaluation standards and is worth a total of 12 marks.
<b>Exam coverage</b>	Mandatory and elective competences in the Chartered Project Professional (ChPP) standard
<b>Question types</b>	Multiple response and long response  Interactive question and answer session
<b>Availability</b>	Written exam: You can take this at any time on Wednesday 22 and Thursday 23 April 2026  Presentation with Q&A: You will be allocated a slot Monday 27 April to Friday 1 May 2026
<b>Assessment language</b>	English
<b>Recommended minimum standard of English</b>	Equivalent to an International English Language Testing System score of 6.0 or higher

### 3) What is the purpose of the handbook?

This handbook includes all the key information that you need to know about the Chartered Project Professional (ChPP) 2026 pilot.

The main components are the assessment format and logistical details for the pilot. You should use the handbook alongside the ChPP competences document to prepare for your assessment, and other supporting resources, all found on the [ChPP Pilot Candidate webpage](#).

The handbook provides details of both the written exam and the presentation with Q&A that you will complete as the ChPP assessment. The assessment is how you demonstrate that you meet the Chartered Project Professional standard.

### 4) Why take the Chartered Project Professional (ChPP) standard?

Chartered status shows you've achieved the highest standard of expertise and have proven your exceptional project capabilities, through a defined level of technical knowledge, professional practice and ethical behaviour.

The standard has been designed to be equally accessible to individuals both with or without project management qualifications (APM or others) but with significant relevant experience of projects, programmes or portfolios. It's drawn from the *APM Competence Framework*.

Becoming a Chartered Project Professional gives you global credibility, recognition and validates your expertise. This boosts your reputation, opens doors to new opportunities, and builds trust with clients and peers through external validation of skills.

By taking part in this assessment pilot, you are playing a crucial role in shaping the future of the chartered standard. Your participation enables us to test and refine a new assessment model that aims to support greater fairness, transparency, scalability, and accessibility across the profession. The insights generated through this pilot will directly inform how we strengthen the rigour and reliability of the assessment while ensuring it continues to reflect the realities and demands of modern project delivery.

### 5) Level of standard

The Chartered Project Professional (ChPP) standard is at Level 10 on the Scottish Credit and Qualifications Framework (SCQF), which is equivalent to RQF Level 6, subject to application and approval post pilot by an independent body.

This is the same level as a Bachelors' Degree with Honours, and involves advanced knowledge, complex problem-solving, and significant professional autonomy.

SCQF Level 10 is equivalent in level to:

- Level 6 on the Regulated Qualifications Framework (RQF), which applies to England, Wales and Northern Ireland.
- Level 6 on the European Qualifications Framework (EQF).

## 6) Prior knowledge, understanding and experience

Our Chartered Project Professionals span a range of sectors, ages and career stages, from organisations big and small.

Chartered is for you, if you:

- Are professionally active with a proven track record of delivering projects, programmes, portfolios or a key control or enabling function that involved all of the following:
  - Conflicting objectives.
  - High levels of unpredictability or risk.
  - Multiple work packages, projects or programmes.
  - Multiple interdependent stakeholders.
- Work in any organisation in any sector.
- Are at any age or career stage.
- Are or aren't an APM member.
- Have the required breadth of project experience to meet the competence requirements for professional practice, defined as successful application of technical knowledge to deliver projects, programmes or portfolios.
- Have advanced technical knowledge, defined as an understanding of how to deliver projects, programmes or portfolios taking into account many interacting factors and different approaches that could be taken, and can confidently evaluate and analyse theory of current practices and methods.
- Are committed to continuing professional development and an ethical way of working.

No existing qualifications or assessments will be recognised for the ChPP Pilot, and all candidates will be expected to take all parts of the assessment – the equivalent of Pathway 1.

## 7) Studying for the assessment

### 7a) Competence selection

You must select a mixture of mandatory and elective competences – these will form the basis of both your written exam on technical knowledge and your presentation with Q&A on professional practice.

Eight mandatory competences:

- 1a. Budgeting and cost control **or** 1b. Financial management
- 2a. Change control **or** 2b. Conflict resolution
- 3a. Governance arrangements **or** 3b. Reviews
- 4a. Integrated planning **or** 4b. Schedule management
- 5a. Leadership **or** 5b. Team management
6. Risk and issue management
7. Stakeholder engagement and communication management

24. Ethics, compliance and professionalism (professional practice only – presentation with Q&A)

Five elective competences, choice from the 16 below:

8. Assurance
9. Benefits management
10. Business case
11. Capability development
12. Contract management
13. Diversity and inclusion
14. Life cycles
15. Portfolio shaping
16. Procurement
17. Quality management
18. Requirements management
19. Resource capacity planning
20. Resource management
21. Solutions development
22. Sustainability
23. Transition management

## 7b) Studying and preparation

You can prepare for the pilot assessment by:

- Studying for the written exam on technical knowledge. The exam will cover four of the seven mandatory competences that you've selected, so you should be prepared for questions on any of the seven competences.
- Preparing for your presentation with Q&A on professional practice, which should include all 13 of the mandatory and elective competences that you've selected, including ethics, compliance and professionalism.
  - Complete your presentation using the Presentation Template, available on the [ChPP Pilot Candidate webpage](#), and following the guidance.
  - Practise delivering your presentation within the 35 minutes allocated.
  - Prepare for questions in the Q&A on your accountability for the projects in the evidence you've provided, and how your projects meet the level of complexity required.

## 7c) Use of AI

### Acceptable use of AI

AI tools may be used in preparing for your Chartered presentation. Their use, however, must be transparent, ethical, and aligned with the assessment criteria of the standard.

Acceptable use includes:

- generating ideas or “brainstorming” a topic
- improving grammar, spelling, or sentence structure
- summarising source material for personal understanding
- drafting outlines or exploring alternative phrasing

Candidates must acknowledge AI use in the Authenticity statement slide in the Presentation Template. This should include a brief statement describing the tool used and the nature of its contribution to your work.

### Unacceptable use of AI

To ensure fairness for all candidates and to maintain the value of the assessments, AI should not be used to generate full or partial responses for assessment questions.

This includes:

- submitting AI-generated content as original work
- using AI to answer exam questions or complete presentations
- relying on AI to bypass critical thinking, analysis, or personal reflection

Use of AI in this way undermines the integrity of the assessment process and may lead to an investigation into suspected malpractice under the [Candidate Malpractice Policy](#).

## 7d) Support materials

Resources that will help to support your study for the assessment are available on the [ChPP Pilot Candidate webpage](#), including:

- Chartered Competences
- Presentation template

The [APM Competence Framework](#), is also available in an interactive format on our website.

## 8) When can you study and sit the assessment?

The written exam will be available on Wednesday 22 and Thursday 23 April 2026 and must be taken on one of these days. It will be conducted as a remotely invigilated exam on our online Surpass platform.

The presentation with Q&A will be available between Monday 27 April and Friday 1 May 2026. You will be allocated your date and time by APM. This is non-transferable, so you must be available between 9:00 and 17:00 UK time from Monday 27 April to Friday 1 May 2026. It will be a virtual meeting on our Zoom platform with one facilitator.

All pilot candidates will need to undertake all parts of the assessment – there will be no Recognised Assessment of prior learning, under Pathways 2, 3 and 4. This is to ensure we collect enough data to be able to perform statistical analysis on the pilot.

### **8a) Cancelling your exam**

The fee for the pilot will be £693 + VAT. This will be payable once we have confirmed that you have been selected for the pilot and must be paid by the deadline set by APM, which will be prior to the date of the assessment.

Should you wish to withdraw from the pilot, or only sit part of the assessment, the fee will not be refundable. The fee is non-transferrable to any other date or the current ChPP assessment.

## **9) Ensuring equality, diversity and fairness**

### **9a) Accessible exam model**

We work hard to ensure that our assessments are as fair and as accessible as possible for **all** our candidates. The Equality Act 2010 sets out the principles by which our assessments and associated question development activities are conducted.

We are committed to making sure that our assessments:

- Use appropriate means to allow all candidates to demonstrate their advanced technical knowledge and evidence of professional practice, including ethics, compliance and professionalism.
- Provide opportunities for all candidates to achieve, irrespective of gender, age, disability or special educational need, social, linguistic or cultural backgrounds.
- Assess content that is familiar to candidates whose studies have followed the Chartered Project Professional (ChPP) competences and for which they are adequately prepared and experienced.
- Are free from stereotyping and discrimination in any form.

### **9b) Reasonable adjustments**

Reasonable adjustments can be made to the exam conditions in place for the Chartered Project Professional (ChPP) standard. Reasonable adjustments are used to support you if you are experiencing a short- or long-term condition or are regarded as disabled in terms of the Equality Act 2010. All reasonable adjustments are made on an individual basis and will vary from person to person, according to each individual's specific needs.

Examples of reasonable adjustments include:

- i. Extra time and/or additional rest breaks.
- ii. Use of a text reader or screen reader.
- iii. Use of a scribe or reader.
- iv. Permission to submit handwritten exam scripts.
- v. Permission to use specialist equipment.

### 9bi) Application process

All reasonable adjustment requests must be submitted to the ChPP Pilot inbox [chartereddevelopmentteam@apm.org.uk](mailto:chartereddevelopmentteam@apm.org.uk) by Friday 6 March 2026.

We will consider each request on an individual basis. We will confirm any agreed reasonable adjustments within five working days of receiving your application; however, it may take longer if you do not include the required supporting documentation with your application.

### 9bii) Supporting documentation

You must include current supporting documentation with any request for a reasonable adjustment.

An example of acceptable documentation is a full diagnostic assessment carried out by a psychologist with a practicing certificate, or a specialist teacher holding an assessment practicing certificate.

If you are applying on other grounds, please provide a letter or report from a qualified medical professional, such as a GP, or a psychiatrist. All documentation must be signed and dated. Documents should include details of the diagnosis given, the symptoms you experience and how these could impact upon your ability to undertake the assessment.

Supporting documentation should also include recommendations for reasonable adjustments for your exam, from both you and the medical professional. Evidence from an employer confirming usual ways of working should also be provided, if relevant.

For further information on acceptable documentation, or for any related queries, please contact us at [chartereddevelopmentteam@apm.org.uk](mailto:chartereddevelopmentteam@apm.org.uk).

## 10) Chartered Competences

### 10a) Competence coverage

The Chartered Standard includes all the competences relevant and required for Chartered Project Professionals and is aligned to the *APM Competence Framework*.

Chartered competences are numbered sequentially, rather than following the numbering in the APM Competence Framework.

Each competence includes assessment criteria that set out the specific technical knowledge and professional practice capabilities you are expected to demonstrate to meet the Chartered Standard. Each assessment criterion is written to reflect the level expected of a Chartered Project Professional and describes the areas of evidence you must demonstrate to meet that standard.

The Chartered competences can be found [here](#) on the ChPP Pilot Candidate webpage.

### 10b) Relationship between the Chartered standard and the *APM Competence Framework*

The *APM Competence Framework* provides information about the competences that are required for effective project, programme and portfolio management. It aims to reflect both current good practice and the future needs of the profession and provides a benchmark for all those engaged in change initiatives.

The framework consists of 29 competences, each based around outcomes that project professionals need to achieve. The Chartered Project Professional (ChPP) standard covers the 24 competences

that are most relevant to Chartered Project Professionals. You can find more information about the *APM Competence Framework* on our website.

Each competence criterion in the Chartered Project Professional standard describes the specific behaviours and capabilities you are expected to demonstrate at the level of a Chartered Project Professional. We recognise that project roles vary significantly across organisations, and your proficiency will naturally reflect both your study and your practical experience. The assessment does not require you to meet every criterion perfectly within the presentation or examination; you may demonstrate stronger proficiency in some areas than others and still meet the overall standard required to achieve Chartered status.

## 11) How is the Chartered standard assessed?

### 11a) Written exam format

The exam is completed online in the Surpass platform. It has a time limit of 1.5 hours.

The exam is in the following format:

- Introduction and instruction pages.
- Section 1: GDPR, employer and country selection.
- Section 2: Live examination
- Section 3: Survey questions (if applicable).

There are 14 questions in the exam, worth a total of 60 marks.

You should attempt every question in the exam.

For your written exam, you should follow the guidance in the APM Rules and Regulations for Remote invigilated Examinations, which can be found [here](#).

Details of how to launch your remote invigilated exam can be found [here](#).

You may have one blank sheet of paper and a pen or pencil to take notes during the exam. No other resources are allowed. The only exception is where you have agreed a reasonable adjustment with APM for this pilot.

### 11b) Presentation with Q&A format

The presentation with Q&A is completed online in the Zoom platform and will be recorded. It has a time limit of 35 minutes for your presentation, followed by a comfort break of 10 minutes. The Q&A section then has a time limit of 30 minutes.

You are required to evidence 13 competences. For each competence you must meet four assessment criteria, with the exception of *Ethics, Compliance and Professionalism*, which requires you to evidence two criteria. In total, you will evidence 50 assessment criteria, worth 50 marks.

For your presentation with Q&A, you should have your presentation ready to share. You may have one sheet of notes which must be shown to the facilitator at the start of your presentation.

Have your photo ID ready, as you will need to show this at the start of the interview.

Ensure that you have a webcam enabled device for your interview.

Make sure you have a reliable internet connection and have liaised with your IT department with regards to any firewalls or restrictions.

Plan to be somewhere quiet and private for the duration of your assessment, where you won't be interrupted.

### **11c) Language of the exam**

Exams are delivered and assessed in English.

It's important that you have an appropriate level of English language skills, to be successful in the assessment.

If your English is at a standard equivalent to one of the following, then you should be able to successfully engage with the assessment:

- An International English Language Testing System (IELTS) score of 6.0 or higher.
- A Pearson Test of English Academic (PTE Academic) of 51 or higher.
- A Common European Framework of Reference (CEFR) level B2 or higher.
- A Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) score of 76 or higher.

### **11d) Assessment coverage**

#### **Written exam**

From your competence selection, four mandatory competences will be assessed in your written exam on technical knowledge. Questions can assess any of the assessment criteria for those competences. Questions can assess all the assessment criteria for each competence, although there will not be a question on every assessment criterion in each exam.

#### **Presentation**

From your competence selection, you should provide evidence for your professional practice in all 13 competences that you've selected. You must cover four assessment criteria per competence, except for Ethics, Compliance and Professionalism, in which you should cover two.

#### **Q&A**

You will be asked six questions to determine both your accountability for your professional practice that you've evidenced, as well as the level of complexity for your professional practice, ensuring that you can demonstrate that the projects, portfolios or programmes in your evidence have involved:

- Conflicting objectives
- High levels of unpredictability or risk
- Multiple work packages, projects or programmes
- Multiple interdependent stakeholders

### 11e) Question types

Your exam will include these question types:

**Multiple response:** for these questions you'll be presented with a list of possible answer options. Sometimes more than one option will be correct. The question will tell you how many answer options to select. You answer the question by clicking to select the correct combination of answer options. These questions are each worth 2 marks. There'll be 10 of these questions in your exam.

**Long response:** For these questions you'll need to type your answer. Answers will be a paragraph or several paragraphs. These questions are each worth 10 marks. There'll be four of these questions in your exam.

How you respond to long response questions will influence the number of marks you're awarded. If your answer is not clear and/or its content is disjointed, it will be difficult for the marker to be confident that you've demonstrated appropriate knowledge and understanding.

Answers should be structured in an order that reflects the instructions in the question. Markers need to be able to understand what it is you're saying so they can determine if you have provided a relevant response.

To answer long response questions, use the text box below the question. The text box has similar formatting to Microsoft Word, and you have the following options:

- change font size
- change the font to: bold, italic, underline
- align the text to: left, centre, right
- indent the text

Questions for each competence area may be assessed using any of these question types.

### 11f) Ensuring the validity of the exam

We've developed a robust set of questions for the ChPP pilot. All of our question writers have been trained in how to write questions, for each of the question types in the exam, using materials developed by assessment experts at Cambridge University Press and Assessment. Once questions have been written, they are reviewed by a panel of senior personnel before they are included.

We will use statistical data from the pilot, along with feedback from pilot candidates, to help us make the final decision on the future assessment.

All Chartered Project Professional (ChPP) standard exams are selected using a blueprint which specifies the number of questions to be selected from each competence area, the number of each question type, the demand and the difficulty.

### 11g) Understanding questions in the assessment

Questions in your assessment will include a range of difficulties.

During your written exam, take time to read each question carefully before you give your answer. If you rush you may miss a key point in the question and answer incorrectly as a result.

Some of the questions in your exam will include **command verbs** within the question wording. These command verbs will help you to work out what you need to do to answer the question. A command verb is simply an instruction to do something.

This table includes examples of command verbs that may appear in your exam and explains how to respond to questions where they appear:

Question type	Verb(s)	How to respond in exam
Multiple response	Select / Choose	Select the combination of answer options that you think are correct.
Long response		<p>You will typically need to respond with a paragraph or paragraphs addressing the points requested. The size of the answer space will indicate the length of answer that is expected.</p> <p><b>Command verbs may include:</b> Organise, solve, question, deduce, judge, compare, criticise, contrast</p>

## 12) Award of ChPP

### 12a) Format and provision of results

#### 12ai) Assessment scores

The pass mark for the Chartered Project Professional (ChPP) standard will vary between exam versions to take account of slight differences in question difficulty between different exam versions.

The assessment has a maximum score of 122 marks. Each component will have its own pass mark, which will need to be achieved in order to be successful overall.

- The technical knowledge component is worth 40% of the total assessment, worth 60 marks.
- The presentation component is worth 42% of the total assessment, worth 50 marks.
- The Q&A component is worth 18% of the total assessment, worth 12 marks.

#### 12aii) Notification of results

You'll be advised of your results within twelve weeks of completing your assessment.

You'll be sent an email which confirms your result. If you're successful, you'll also be sent a PDF certificate and an email from our partner Credly to claim your digital badge.

Please note that we cannot give out results over the telephone.

### 12b) Assessment results enquiries and appeals

By completing the assessment, you're confirming that you're fit to do so. We will not hear appeals about your well-being during the exam.

There will be no results enquiries or appeals heard about the ChPP pilot.

## 12c) Re-sitting the assessment

If you need to re-sit the assessment, you may do so, although the pilot assessment format will not be available again until the launch in 2027, and its format may vary, depending upon the pilot outcomes.

You may re-sit the current Chartered assessment, selecting the most appropriate pathway, but no part of the pilot assessment can be used as prior recognition. You would need to re-sit the full assessment, depending upon pathway.

## 12d) Setting the standard

We use a modified Angoff method to set the standard for this assessment. This means that we work with a team of examiners and markers to set the pass mark for each element of the assessment.

Each element of the assessment we create includes different questions and will assess various competences and assessment criteria, as well as being dependent upon the candidates' competence selection. To ensure fairness, we avoid setting a consistent pass mark for all assessments, as some versions may be a bit easier or more challenging than others. Therefore, you may see a different pass mark depending on which competences you select and which exam paper you sit.

During the standard setting process, a team of subject matter experts identify the minimal level of knowledge and understanding that they would expect to see in candidates who have successfully completed the Chartered Project Professional (ChPP) standard.

Using well-established exam standard-setting processes, this minimal level of knowledge and understanding is compared with questions in the exam to convert it into the pass mark for the assessment elements.

## 13) Maintaining your Chartered status

To maintain your chartered status, you're obliged to complete 35 hours of continuing professional development (CPD) annually, which we may audit at any time and are required to pay an annual renewal fee. You can use our CPD log template, but this isn't mandatory as long as you meet the necessary requirements detailed in our CPD scheme. Please note that APM members can use the 'My CPD' section of our website and should export their log to an Excel spreadsheet to submit if requested. All CPD must meet the requirements of APM's CPD scheme which can be found on our website.

Should you lapse your status, you have a two-month grace period to re-activate before being required to fulfil the chartered process again.

If you aren't already a member of APM, [becoming a member](#) is another next step to consider. We are the only chartered membership organisation for the project profession, and we have a community of more than 37,000 individual members and more than 450 corporate partnerships. All levels of membership include access to tools and resources that you can use to maintain and develop your understanding of project management.

## 14) Document control

### Version history

Version	Date	Author	Reason for change
v.1	04/02/2026	APM	Issued to pilot candidates

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