

Accreditation Quality Reviewer– Role description

The accreditation Quality Reviewer verifies training provider accreditation applications against The APM Accredited Training Provider Standard to ensure confidence in the marketplace for those organisations awarded accreditation by APM. They will also support the APM Professional Standards team in standardising the assessor pool activities.

Purpose

The accreditation quality reviewer is responsible for working with APM, ensuring that training provider accreditation applications meet the requirements of the accreditation standard. The accreditation quality reviewer will have assessment experience to develop the assessor pool to encourage standardised quality assessment provision.

Training Provider Accreditation

Professionals seeking training and development support for their project management qualifications will choose APM accredited providers. These companies have been assessed to meet APM standards and are permitted to deliver APM project management qualifications.

Responsibilities

- Assess accreditation applications against the APM accreditation criteria supplied and follow processes described in the guidance documentation.
- Declare any conflicts of interest prior to an assessment taking place.
- Submit reports following assessment of the course/establishment in a clear and timely manner.
- Prepare and carry out monitoring activities according to the requirements of the Quality Assurance procedure.
- Present constructive feedback and support to assessors to achieve a standardised approach and improve their assessment practice.
- Support the Professional Standards Manager in the running of the assessor standardisation and/or training sessions each year.
- Support Professional Standards with recruitment and onboarding of new assessors.
- Act in the best interests of APM at all times.

Experience/qualifications needed

- Can assess evidence against established criteria to make informed assessment decisions.
- A sound knowledge of current methodologies to carry out effective quality assurance activities.
- Have proven management and leadership experience. Be able to have 'difficult' conversations with assessors about their performance in a constructive and positive way.
- Have a good track record in developing constructive and value-added relationships with senior professionals and be able to deliver process improvements within the assessment procedures.

Desirable experience/qualifications

- Have at least 2 years' experience in assessing and verifying accreditation applications
- Have relevant current project management practitioner experience