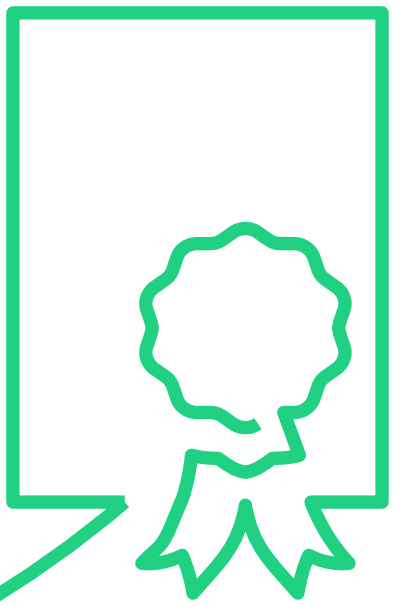
Guidance notes

Association for Project Management

A helpful guide for your accreditation application



Academic Accreditation

Because when projects succeed, society benefits

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Further details
If you have any questions that these guidance notes have not addressed please contact:
The Accreditation Team,
Association for Project Management, Ibis House, Regent Park,
Summerleys Road, Princes Risborough, Buckinghamshire, HP27 9LE.
Telephone: **0845 458 1944** or email: **accreditation@apm.org.uk**

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Overview

Academic Accreditation helps students choose project management education to support their professional project management career. It recognises universities (HEIs) that engage with the project management profession and offer modules/courses/programme frameworks to students which demonstrate alignment to the *APM Body of Knowledge*.

Application process

Send us your completed application form, completed evidence map and supporting evidence

We will check your application for completeness

An APM Assessor is assigned to your application upon receipt of the initial fee

Our Assessor will send their report to us with their recommendation.

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Once your application form and supporting material are received, together with the initial fee, and providing everything is in order, we would expect to complete an assessment within six to eight weeks. This will depend on the availability of our assessor and your organisation.

Successful applicants receive a certificate, the accreditation logo and a copy of the assessor's report.

Assessment Decision

The outcome of the assessment will be:

- accept for accreditation
- accept with conditions
- does not meet the criteria

Where there are conditions on your accreditation, you'll have up to six months to meet them, after which a full reapplication would be needed.

If your application doesn't meet the criteria, please feel free to re-apply at any time. Any subsequent applications will be treated as a completely new submission.

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Annual renewal

On the first and second anniversary of your accreditation, we'll send you a renewal notice and invoice as well as an annual report for you to complete. This is used to track any changes to your course, and to confirm that the standards recognised in your initial assessment remain the same. On the third anniversary of your accreditation, we'll invite you to go through a full re-assessment.

If on the third anniversary of your accreditation there have been no changes to your accredited course/module during the accreditation period, then you can request to complete a declaration of no change form.

Please note that such declarations will be subjected to spot checks being carried out by APM and should any changes be noted, you will be required to complete the full application documentation.

You are required to notify us of any changes to your accredited courses or modules that would impact on the coverage of and alignment with the *APM Body of Knowledge*, or the institution's engagement with us, as required under the accreditation standard.

Assessment criteria

For a module/course/programme framework to meet the academic accreditation standard, an assessor will look for evidence that:

- The institution is externally approved by a recognised body, and the module/course/programme framework has been verified by the institution.
- The teaching and opportunities for students promote engagement with us, the chartered body for the project profession.
- The module/course/programme framework is project management* focussed and covers a minimum of 50% of the *APM Body of Knowledge*, for example coverage over 17 sections or 63 topic areas. We expect the *APM Body of Knowledge* referenced in the course materials and APM definitions used.

The content assessed will lead to a single module, single final award or a programme framework. A programme framework is defined as courses leading to multiple final awards with a maximum of one module variation between each of the courses on the framework, or where project management content is identical and shared between courses.

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How to complete your application form

Section 1 – Your details

Please complete all parts of this section, including the details of the main contact during the assessment and the name of the institution, faculty and course/module title to be accredited. This main contact should be able to answer any questions related to your application with the assigned assessor. The course/module title will be the name that appears on your APM accreditation certificate.

Section 2 – Your course

Please insert the course details as requested.

Mode of delivery. This refers to your primary delivery method. Examples may include, but not limited to, face to face classroom delivery, online virtual delivery, blended learning (eg face to face teaching and virtual action learning sets).

Name of external approving body. In order to seek APM academic accreditation, a higher education institution must hold external recognition from an official authority. This refers to the external organisation that approves the quality standards for your institution and the course/module for which you are seeking accreditation.

Examples: OfS (Office for Students), TEQSA (Tertiary Education Quality and Standards Agency), ENQA (European Association for Quality Assurance in Higher Education).

Please confirm: the full name of the external approving body for your institution.

Date external approval granted. Please confirm the date approval was granted or the date of your last review, whichever is most recent.

Who carries out your internal quality approval? Please provide the name of the internal body responsible for approving or overseeing quality within your organisation. This could include an academic board, quality assurance committee, governance panel, or any similar group. We are looking for the official entity that reviews, evaluates, or verifies your course/module to ensure they meet your internal standards.

When was the last internal inspection carried out? Please confirm the date your course/module was last internally verified.

Please state if, during the lifetime of the course, module or framework, there have been any significant changes to the content, and provide the detail and date of these changes. We may apply a 'valid from' date on the accreditation to take account of any significant changes. This would impact the acceptance of this qualification in applications for full membership of APM. If this is an application for reaccreditation, we only require you to provide details of any significant changes that have occurred since the last APM assessment.

Section 3 – APM engagement

Please state how engagement with us is promoted through teaching and student opportunities. As a minimum, this will be through the promotion of student membership, and use of our online resources and events.

Engagement will be monitored via annual reports and at reaccreditation. Tangible evidence will be required to support the statement at reaccreditation.

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Evidence map

In addition to completing the application form, you are required to complete the Body of Knowledge evidence map document.

Please indicate where you believe your course/module maps to the APM Body of Knowledge. Any course or module must cover a minimum of 50% of the APM Body of Knowledge, for example coverage over 17 sections or 63 topic areas.

We expect that the APM Body of Knowledge will be referenced, to demonstrate coverage, in the course materials and that APM definitions will be used.

To support the evidence map, as part of your application, we will expect to see:

- **for a module** – the module descriptor, outline content and examples of teaching material
- **for a full course** – all module descriptors and outline course content, along with examples of teaching material from at least 3 modules or 8 topic areas.

Supporting documents can be provided as appendices, via temporary access to your virtual learning environment or through hyperlinks within the application form (where information is on a website).

Ongoing requirements

APM Academic accreditation runs on a three year cycle. Upon successful accreditation being awarded, you will be required to complete an annual report, confirming you have maintained the standards of your initial accreditation. If, for any reason during the three-year cycle, we have reason to believe these standards haven't been maintained, we reserve the right to re-assess your application. At the end of the three-year cycle, we will invite you to undergo another full assessment or complete the declaration of no change form. You are able to declare no change once before a full re-accreditation is required. Annual fees apply to maintain your accreditation.

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We are the only chartered membership organisation for the project profession

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