

COURSE PROVIDER'S GUIDE TO ENDORSEMENT V 2.3

Australian Institute of Project Management

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1. Introduction

This information is provided for any course provider who would like to have their Project Management courses endorsed by AIPM.

In order for you to proceed further, it would be helpful for you to review the following material. Once you have done this and you have made an application for course endorsement on our AIPM website, then our office will contact you to have a discussion around approved processes. We look forward to a long relationship with your organisation and thank you for your enquiry.

2. How long does endorsement last?

Course endorsement lasts for up to three years, upon which you will need to re-apply in full and repay the full endorsement fee. After this time period, Course Providers are suspended until ensuring that all criteria have been adhered to.

It is expected that no changes are made to the courses within this period of three years; however Course Providers will need to forward a statutory declaration annually, stating that the course has not changed.

If changes are made, it is expected that AIPM will be notified of all changes and be expected to be reviewed under the endorsement process. (*Admin fees may apply*)

3. Why would you want to be endorsed?

AIPM is the largest project management community in Australasia incorporating over 8,400 individual members, corporate members, industry groups and communities of practice.

AIPM's role is to improve knowledge and skills and to recognise competence of project team members, project managers and project directors all of whom play a key role in the achievement of business objectives, not just project objectives. AIPM also aims to ensure that those involved at other levels in an organisation and the community understands the key role of Project Management in today's society.

Part time students of an endorsed course provider can become a Student Member of AIPM for the duration of their course. It provides students with a temporary affiliation with an industry body of their profession and gives them access to most membership benefits. Student facilities include free membership for full time students and \$66 / pa membership for part time students. Of particular interest for students would be invitations to networking events, the bi-monthly magazine 'The Project Manager' and access to the online Information Resource Centre (IRC), one of the largest repositories of project management research and knowledge.

If the course undertaken with an accredited course provider is successfully completed students are automatically eligible for professional recognition as an Associate Member of AIPM. They can use the post-nominals AAIPM.

Our RegPM Certification program is highly sought after. It follows the professional practice standard for Project Management and adds credibility to candidates when applying for Project Management positions.

Course providers are entitled to use the AIPM logo under strict conditions once they are endorsed, in all advertising material and courseware.

4. Who will AIPM endorse?

AIPM will endorse those Course Providers that demonstrate practical support for AIPM's professional development standards. Course Providers will demonstrate that throughout their material the outcomes of the course(s) are aligned to the PMBoK and the IBSA BSB07 competency standards.

5. What are our goals?

AIPM's goals are:

- To align training to a professional recognition body.
- To increase the awareness of Project Management as a profession.
- To progress the globalisation of Project Management.
- To recognise excellence in Project Management.
- To promote competency-based assessment for those working in Project Management.
- To grow our membership.
- To promote AIPM as the largest project management community in Australasia.
- To promote course providers who provide PMBoK standards with competency assessment and recognition.

As an AIPM endorsed course provider, our members as well as other interested parties who access AIPM's website will contact you as a preferred training course provider of Project Management. Our endorsed courses are seen as a preferred option for clients of Project Management throughout Australia.

6. Our objectives

AIPM's objectives are:

- To provide, as a valued service to members, reliable direction in Project Management courses and products in each State & Territory.
- To assist members and others to make an informed choice to suit their professional development
- To support the maintenance of the professional standards for Project Management in line with the AIPM competency and recognition framework.
- To encourage service providers to embrace recognised best practice in Project Management by providing professional development activities which are aligned with the National Competency Standards and professional practice standards for Project Management.

7. AIPM, Project Management and Membership

As an endorsed Course Provider, students who participate in your programs will automatically be eligible for Student membership to AIPM (free for full time students, \$66 for part time students). The advantage to student members is that they have access to our Information Resource Library, where a full time librarian can assist them with Project Management resources. This is particularly beneficial for assignments.

Other advantages include: subscription to our Project Manager Magazine and regular invitations to our chapter events; access to project management jobs available, as well as other benefits shown on our website.

Upon receipt of their qualification students will then automatically be recognised under our Associate membership. (AAIPM). They can then upgrade this to full membership of AIPM if they can demonstrate skills, knowledge and competency to perform in the role of a team member, project manager or program director. They can also gain this through recognition and assessment through participation in our RegPM program.

8. RegPM

Members of AIPM have access to the RegPM certification program. This is a competency based, workplace assessment program that provides professional recognition for demonstration of skills and knowledge.

Training providers of our endorsed courses are able to assist participants in their programs to understand the RegPM process, although this certificate may not be given automatically as part of the certification of the course being delivered. Please ask for or refer the participant to the AIPM website for information regarding our RegPM process.

9. What will AIPM endorse?

AIPM will endorse Project Management courses which show professional development. Options covered by this endorsement policy are:

- Courses leading to a Project Management qualification or award
- Short Courses leading to a statement of attainment, where the competencies are recognised under the Project Management Body of Knowledge (PMBOK) and Project Management National Competency Standards framework.

A separate certificate will be issued for each individual endorsed course.

10. How do you become endorsed?

This section contains instructions for completing and submitting the endorsement application.

Step A) Apply: All application forms can be found on AIPM's website.

Step B) Pay application Fee: Please note that there is a separate "Application fee" which is payable before any Training Provider's courses can be endorsed. Once the application fee has been paid, the Certification and Assessment Manager will contact you regarding the next steps (see below).

Step C) Pay endorsement fee. Once you are endorsed, you will need to then pay an "Endorsement Fee" for Certification to be complete. This may vary according to the number of courses you provide. Once you have decided that you want to proceed, please phone the AIPM on 02 8288 8700. Fees are shown on the website.

The following steps are to be followed when applying for course or workshop endorsement:

Step A) Application

Download application form and covering sheet from AIPM web site www.aipm.com.au, or complete those in the attachments section of this document. Answer all questions as completely as possible. Gaps in information may delay the application process.

Complete Application for "Endorsement of a Course in Project Management" form. Check that all details are correct, each question has been answered and that payment for the correct amount is attached to the form.

Pay the Application Fee either by credit card over the secure web site, or send a cheque to the address on the next page; an invoice can be arranged if required.

You will be contacted by the AIPM to confirm what you need to do and have a general conversation about the endorsement of your course(s).

If you require a Confidentiality Agreement to be signed before previewing any documents, this must be forwarded by the organisation at this stage (either by email or fax).

Step B) Collection of information and Material

Collect and collate documentary evidence needed by AIPM as listed in the section 11.

Package and forward all materials (2 copies – hard copy only) to the address below.

Phone: 02 8288 8700
Fax: 02 8288 8711
Email: info@aipm.com.au

Address:
Course Endorsement
Australian Institute of Project Management,
Level 9 139 Macquarie Street,
Sydney NSW 2000.

Review of the material will be performed by AIPM Certification and Assessment Manager, in consultation with the Course Endorsement Committee. Any questions regarding the application will be directed to the contact officer nominated by the applicant. Applications are normally processed within 30 working days of receipt of the application at AIPM.

11. Documentary evidence and material required

(To be accompanied with copy of the application form – see attachments).

For a course to become endorsed by AIPM, there are certain standards that must be adhered to by the course provider as outlined in the attached checklist. All information within the course must adhere to these requirements.

This evidence must also include the most current course or workshop material; including marketing material, for the course/s or workshop/s covered by the application. For multiple courses to be endorsed, we need to review all material.

We understand that Intellectual Property (IP) is critical and are happy to sign a “confidentiality agreement” for you if required. It may be sent in either hard or soft copy to the address on page 8.

Documentary evidence is required in relation to the following criteria. It must be CLEARLY evident in the material where the evidence may be found for the AIPM Certification and Assessment Manager in assessing the evidence (i.e. tabs or similar). Two copies (hard copy only) must be sent to the above address.

12. Qualifications of Trainers, Facilitators and Instructors

Trainers, Facilitators and Instructors of AIPM endorsed project management courses should possess at least one of the following qualifications: formal project management education, experience or RegPM certification.

13. Endorsement visits

AIPM reserves the right to visit (mutually agreed time and venue) Course Providers and consult with various key people and groups, such as course instructors; senior staff and students of the course to ensure that the course outcomes are aligned with that of the proposed or current endorsed course(s).

14. Significant structural change

A significant change, can be a change in the duration or structure of the course or an organisational structural change which may impact the endorsed course; should such a change occur AIPM must be notified accordingly, and if AIPM consider the change in course is significant, then the course will need to be re-submitted to the AIPM Certification & Assessment Manager and Course Endorsement Committee for review.

15. Appeals against the recommendation

Should the Course Provider disagree with the decision of the AIPM Certification and Assessment Manager and the Course Endorsement Committee, an appeal setting out the basis for disagreement may be sent to the Chair of the AIPM Professional Development Council for review and final determination of endorsement. The appeal must be lodged within one month of original decision.

16. Attachments

Private and TAFE Provider's checklist for Course Endorsement

Name of Institute
 Contact person
 Contact address
 Contact email
 Contact phone

Provider to ensure that all areas below have been completed before application can be endorsed		
Student workbooks		
This must adhere to the following guidelines and demonstrate throughout the material that the outcomes of the course are aligned to the PMBoK and the IBSA BSB07 competency standards throughout the material as outlined below:		
Show the level of qualification.		E.g. Advanced Diploma.
Show integration between RegPM level and PMBoK. i.e. Within the course workbooks, the PMBoK element is specifically aligned with the work within the notes .		
The aims of the course and relationship to PMBoK are clearly defined.		
An explanation is given of what the PMBoK element is and how it relates to the overall management of the project.		
Have acknowledgement that qualification within Australian Qualifications Framework (AQF) level, will not automatically be certified as also receiving a RegPM Certification.		
AIPM RegPM brochure, Student Membership brochure and CPD brochure is contained within the Student workbook or given to students at the commencement, or during the course.		
Student workbooks are written in a clear and easy to read format, (from a user perspective) so that the student may refer to the workbook if they are unable to participate in the workshop. Headings are clear and linked to the Contents table Writing is in Plain English.		
Explanation of PMBoK elements are clear throughout the document and referenced to AQF competency units.		

At least 2 references, plus PMBoK, are used for reference material		
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Facilitator material This must adhere to the following guidelines and demonstrate throughout the material that the outcomes of the course are aligned to the PMBoK and the IBSA BSB07 competency standards throughout the material as outlined below:		
Delivery plan: Shows reference to performance criteria Refers to which unit of Project Management knowledge is being covered (as documented in the PMBoK).		
Facilitator notes show evidence of: <ul style="list-style-type: none"> • Reference to explanation of what RegPM is and how it relates to certification. • Reference and/or explanation of competencies and reference to AQF. • Explanation of assessment process. 		

University Provider’s checklist for Course Endorsement

- Name of Institute
- Contact person
- Contact address
- Contact email
- Contact phone

Provider to ensure that all areas below have been completed before application can be endorsed		
Student workbooks		
This must adhere to the following guidelines and demonstrate throughout the material that the outcomes of the course are aligned to the PMBoK and the IBSA BSB07 competency standards throughout the material as outlined below:		
Show the level of qualification		E.g. Graduate Certificate, Masters
Show integration between RegPM level and PMBoK. i.e. Within the course workbooks, the PMBoK element is specifically aligned with the work within the notes.		
The aims of the course and relationship to PMBoK are clearly defined.		
An explanation is given of what the PMBoK element is and how it relates to the overall management of the project.		
AIPM RegPM brochure, Student Membership brochure and CPD brochure is contained within the Student workbook or given to students at the commencement, or during the course.		
Student material is written in a clear and easy to read format, (from a user perspective) so that the student may refer to this if they are unable to participate in the course for any reason. Headings are clear and linked to the Contents table Writing is in Plain English.		
At least 2 references, plus PMBoK, are used for reference material.		

Assessment		
Assessment is an important component of endorsement and must adhere to the following:		
<p>Assessment procedures and samples of assessment and how they relate to the competency units should be clearly referenced through the material.</p> <p>Assessment material must:</p> <ul style="list-style-type: none"> • explain which of the PMBoK elements are covered by each Assignment. • explain the type of evidence needed. • make reference to all assessment criteria (i.e. validity, authenticity, sufficiency, consistency). • are based on practical experience in the workplace, not just case studies for all or minimum of 90% of assessments. • clearly reference that the assessment for the qualification can not necessarily be used for the RegPM assessment and that the RegPM assessment is work based competency based. 		

Capability of the organisation		
It is necessary that the Director of the organisation (for private provider) or Head of Faculty/ Principal (for Higher Education) sign a Statutory Declaration outlining the following, stating that for a period of three years they will adhere to the following:		
Demonstration that the organisation has the capability to deliver the course / workshop as described and a CRICOS number		
<p>Capability statement and Statutory declaration in relation to all presented from the Director / Head of Faculty stating that:</p> <p>a) Each course regardless of length should be presented by suitable presenters with:</p> <ul style="list-style-type: none"> • relevant PM experience and with PM qualifications • academic educational qualifications within their discipline 		
b) Direct course, courseware of Distance Education (DE) and support products (e.g. case studies, simulation learning, coaching, mentoring, on line products or PM support) are the responsibility of the Director / Head of Faculty and should adhere to all endorsement		

requirements.		
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Other Criteria		
Discussions with trainers and the AIPM regarding RegPM is a compulsory part of the process. Book a date for a discussion about the RegPM with the AIPM.		
Professional Application of Knowledge - It is recommended that all courses incorporate the professional application of the knowledge of “work placed competence” in line with the National Competency Standards for Project Management This includes the strategies for assessing workplace application in line with the requirements of the TAA04 and the professional capability of the facilitators conducting the workshops.		

Fees		
Are you aware that there is: An application fee of \$1100 An endorsement fee (see fee list)		

Course Endorsement Submission Form

Please attach this with your application form.

Organisations Name	
Contact Name	
Phone	
Fax	
Email	
Address	
Website	

Name of Director / Head of Faculty	Qualifications	RegPM Certification

Names of Approved Trainers, lecturers, mentors, tutors, course presenters	Qualifications	RegPM Certification

Course Provider Fees -

This sets out fees for endorsement of Project Management courses as of March 2009.

The total fee is comprised of an application and an endorsement fee.

The application fee is paid prior to the assessment of materials. The endorsement fee is paid following completion of the endorsement review.

Application fee

An application fee of \$1100 (incl. GST) must be paid to AIPM.

This is non-refundable regardless of the success of the endorsement review.

This fee is used to fund the assessment of the course materials.

Endorsement fee

The endorsement fee is paid according to the number of courses and the delivery of these courses. The fee is used by AIPM for conducting activities associated with operation of the endorsement program.

This payment is due yearly, with a full review of the course by AIPM at the 3rd year.

Fee	Courses	Provider
• \$1100	1-3	usually smaller providers
• \$1500	4-6	some larger private providers
• \$1750	7 +	usually larger institutions

Definitions

A “**course**” may be a:

- module of a course (e.g. a PM module in a course in a Graduate Certificate or Post Graduate certificate), or
- whole course such as Certificate IV, Diploma, Advanced Diploma, or Masters in Project Management.

“**Delivery**” of the course means:

- Per provider (for smaller providers) or campus (for larger institutions such as TAFE colleges, universities) etc.
- Online / Web CT