

Candidate Guide to Applying for RegPM

February 2009, revised August 2009.

Australian Institute of Project Management

General Information for RegPM Candidates

Table of Contents

Introduction.....	2
Background	2
RegPM Application Process	3
Determining whether you are ready as a candidate	4
Recognition of Current Competency (RCC) and Recognition of Prior Learning (RPL).....	4
If I have Project Management Qualifications, do they automatically allow me to gain a RegPM?.....	4
Do my Project Management Qualifications assist in achieving RegPM?.....	4
Right of appeal	5
How many sessions will I need?.....	5
What should I expect to pay for the Assessment for RegPM?.....	5
How do I know which level to apply for?.....	6
Are you ready for your RegPM? Check this list.	7
Recertification.....	8
RegPM Appeals Procedures for Candidates	8
Candidate Appeals Procedure.....	9
Candidate Evaluation of the Assessment Process	11

Support Office

Level 9
139 Macquarie Street
Sydney NSW 2000

p. (02) 8288 8700

f. (02) 8288 8711

e. info@aipm.com.au

w. www.aipm.com.au

ABN 49 001 443 303

Introduction

Hello and welcome to AIPM's RegPM recognition program. AIPM prides itself on being the institute in Australia for recognition and development of project management.

We look forward to assisting you throughout your assessment and certification process and hope that your journey is both enjoyable and professionally rewarding.

Additional information regarding the products and services that AIPM can provide to you and your organisation is available at our website.

www.aipm.com.au . AIPM and your Assessor hope you enjoy the RegPM journey!

Background

The purpose of this information is to detail the RegPM Certification rules and assessment process and set clear expectations for candidates in relation for RegPM Certification from AIPM.

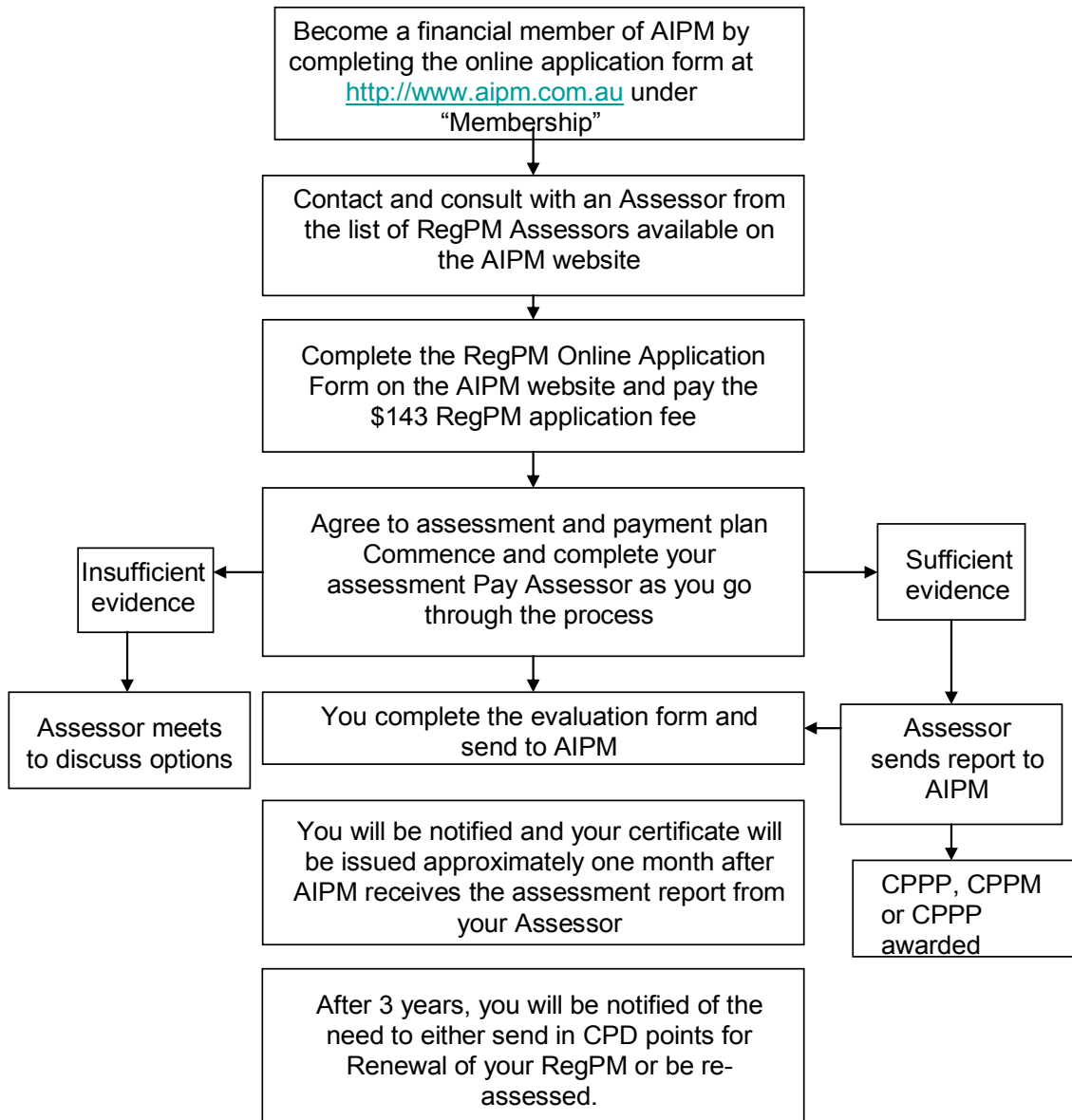
As from 1st January 2007, you, the candidate will need to ensure that you have read and understood the terms of RegPM assessment before undertaking the assessment process.

AIPM and their Assessors are committed to high standards of assessment, in line with the Australian Quality Training Standards for Assessment. For your information, the Assessor Code of

Practice can be found at

www.aipm.com.au/html/Assessor_code_practice.cfm?view=print

RegPM Application Process



Determining whether you are ready as a candidate

The RegPM takes a competency assessment approach and is based upon your recent work based experience and practices, (although your past experience may assist you in your assessment). Therefore it is work that you are currently completing against which your assessment will be based. This is classified as Recognition of Current Competency (RCC). (See below definition and clarity around this)

Recognition of Current Competency (RCC) and Recognition of Prior Learning (RPL)

RPL/RCC recognizes the skills and knowledge that you have already gained through your project management experience. For example, if you have already worked in the field of Project Management and can demonstrate some (or all) of the competencies then you may gain credit for these competencies. Your Assessor will help you to decide what evidence you will need to provide for RCC/RPL. For more information on RPL/RCC go to <http://www.aqf.edu.au/rplnatprin.htm>

Candidates need to be aware that although RegPM can be achieved based upon past experience, AIPM's policy is on currency and candidates not currently working at the respective levels, may not be assessed at that level. For example, if you are not currently working at CPPM level (regardless of your previous project management experience,) you cannot be certified as CPPM and may be awarded CPPP. Similarly, if you are not currently working at CPPD level, you cannot be certified as CPPD and may be awarded CPPM. This is not determined by your Assessors, but rather, is the ruling of AIPM.

If I have Project Management Qualifications, do they automatically allow me to gain a RegPM?

Although there is an alignment between the RegPM certification process and the Australian Qualifications Framework (AQF), Project Management Domain, the RegPM Certification evidence criteria is much more rigorous and based around your experience in the workplace as well as underpinning knowledge and understanding. Your PM qualification may only require scenario based assessment and the RegPM requires actual work based experience.

Do my Project Management Qualifications assist in achieving RegPM?

If you have already gained a PM qualification, this will assist. However, remember that your RegPM is based solely upon work experience and competency. You will need to discuss this with your Assessor, what additional evidence you will need to provide.

Examples of possible evidence of project competence are as follows:

- Testimonial or reference from your employer/workplace supervisor
 - A statement from your employer or supervisor containing their assessment of your skills against the competencies as outlined in attachment.
 - This can be provided from previous employers/ supervisors as well.
- Examples of your work
 - Collect samples of your work or workplace documents which demonstrate your current competency.
- Interview with the Assessor
 - Arrange an interview with your Assessor to answer questions to demonstrate that you are competent.
- Demonstration of the required skills
 - Arrange to demonstrate work skills that support your current competency.
- Experiences in the industry
 - Provide evidence of experience in the industry that supports your current competency.

Right of appeal

In the event that an RCC claim is unsuccessful or partially successful, you have the right to appeal the decision. Details of how to appeal are available from your Assessor or you can contact AIPM on (02) 8288 8756.

How many sessions will I need?

The number of assessment sessions you have with your Assessor will vary according to your individual experience. If you are able to collate much of the information yourself, this will of course minimize the number of sessions needed, however a “rule of thumb” is generally a minimum of 2 sessions, depending upon your evidence.

What should I expect to pay for the Assessment for RegPM?

Fees for the Assessment of RegPM are not set by AIPM. However, you can find out an average fee by phoning AIPM on (02) 8288 8700. This fee is based upon the “average” cost of a “standard” assessment only and may not take into account individual needs.

Please note that Assessors may ask for a 50% of fee after the first interview and the balance at the end of the assessment prior sending their report to AIPM.

It is not recommended that you change Assessors, once you have begun the assessment process. If you are unhappy with your assessor for any reason, contact AIPM to discuss.

How do I know which level to apply for?

It is quite easy for you to determine whether you are ready for the RegPM Assessment. Just read and complete the checklist below, based on your role within your workplace. Give this to your Assessor and they can assist you to decide which level is most appropriate. (Some Assessors may have their own checklist for you to complete) Place a tick beside only the box within each row, then discuss with your Assessor.

Contribute to projects as a team member	<input type="checkbox"/>
Contribute to the alignment of project objectives to organisational goals	<input type="checkbox"/>
Work within a team and report to the project manager	<input type="checkbox"/>
Assist with coordinate functions / people (stakeholders, risk, communication, resources etc)	<input type="checkbox"/>
Support relationships between parts of projects & co-ordinate dependencies with other projects	<input type="checkbox"/>
Contribute to planning projects and developing project management plans	<input type="checkbox"/>
Support control processes; assist in reporting progress from a team perspective	<input type="checkbox"/>
Report to Project Manager	<input type="checkbox"/>
Manage conflicting priorities within project teams	<input type="checkbox"/>
Manage projects	<input type="checkbox"/>
Subject matter experts and / or team leaders report to you	<input type="checkbox"/>
Manage functions / people (stakeholders, risk, communication, resources etc) at project level	<input type="checkbox"/>
Manage relationships between parts of projects & dependencies with other projects	<input type="checkbox"/>
Plan projects including the development of project management plans	<input type="checkbox"/>
Control projects including reporting progress at project level	<input type="checkbox"/>
Manage conflicting priorities within projects	<input type="checkbox"/>
Report to Project Director or Program Manager	<input type="checkbox"/>
Direct multiple projects or programs	<input type="checkbox"/>
Align programs and projects with organisational strategies & objectives	<input type="checkbox"/>
Direct project managers (PM's report to you)	<input type="checkbox"/>
Direct the Management of stakeholders, risk, communication, resources	<input type="checkbox"/>
Manage relationships between programs & projects	<input type="checkbox"/>
Plan programs including the development of program management plans	<input type="checkbox"/>
Control programs including reporting progress at program level	<input type="checkbox"/>
Manage conflicting priorities between projects	<input type="checkbox"/>
Report to Steering Committee, Senior Executive, Project Owner, Project Control Board	<input type="checkbox"/>
Align project objectives with program & organisational objectives	<input type="checkbox"/>



Are you ready for your RegPM? Check this list.

Application to the AIPM		
Are you an AIPM Member	Yes – Please identify member number	<input type="checkbox"/>
	No – Please apply for membership	<input type="checkbox"/>
Have you applied and registered for the RegPM Program?	Yes – Please identify receipt number	<input type="checkbox"/>
	No – Please apply for RegPM	<input type="checkbox"/>
Are you applying within a large organisation and wish to be considered for corporate rates?	Yes – Please give corporate details	<input type="checkbox"/>
Have you provided your CV?	No – Please supply	<input type="checkbox"/>
Assessor Information		
Do you have sufficient documentation for evidence for your Assessor?	Please ask your assessor what you will need	<input type="checkbox"/>
Are you aware that each Assessor may charge a different fee.	Yes No Ask your Assessor for their fee	<input type="checkbox"/>
Please be aware that you may also be charged for your initial interview, once you have agreed to undertake an assessment for RegPM, even if you do not continue with the whole assessment.	I am aware	<input type="checkbox"/>

Recertification

From 1st July 2008 recertification is only available by gaining the required number of CPD points. In the case of current RPM's and MPD's transitioning to the new RegPM levels, this includes a once-off provision for 50% of those CPD points being gained through an assessment of the competency gap between the old and the new standards. The other 50% of points should be made up of normal CPD activities which must be accumulated within the three year certification period. Activities and their values are clearly identified in the 'Categories and Points' table on our website.

Once RegPM's are certified against the new standards, any subsequent recertification will only be attainable by undertaking recognised activities within the certification period in order to gain the minimum number of CPD points required at the certification level.

RegPM's who have not accrued sufficient CPD activity points due to extenuating circumstances (e.g. unable to gain sufficient points due to their geographical location) can apply to have their case reviewed by the CPD Committee which may in such circumstances approve recertification by an Assessor.

RegPM Appeals Procedures for Candidates

It is AIPM's policy that all assessments for the RegPM award are valid, reliable, fair and flexible. However, from time to time there may be disagreement between the RegPM candidate for assessment and the Assessor on the processes being followed or the outcomes being achieved. For such circumstances AIPM has instituted this Appeals Procedure as a means of describing the processes to be followed when escalating the issue to a higher authority for discussion and resolution.

The list of incidents and their respective resolution is not extensive nor is it designed as a substitute for open and honest communications between all parties. These procedures should only be applied when direct discussions have failed to resolve the issue. In all instances if such discussions have not taken place Appeals will not be escalated until such time as they have. In this way, an outcome can be achieved that is mutually satisfying and allowing for future advancement of both the RegPM award program and the assessments conducted within the program.

Candidate Appeals Procedure

*Costs associated with these items will be borne by the candidate.

	Issue	Resolution procedure
1	Candidate is unsure of the processes to be followed when applying for or taking part in an assessment.	a. Speak to Assessor. Ask what the processes are between initial application and award. b. Check AIPM website.
2	Candidate believes there is a long delay between applying for assessment and Assessor commencing work.	a. Speak to Assessor. Ask him/her to follow up and report on progress of the assessment. b. Discuss delay with AIPM.
3	The candidate disagrees with the Assessor's preliminary evaluation of candidate's current level of competence and the level at which assessment should take place.	a. Speak to Assessor. Find out exact reason/s why Assessor came to that conclusion. b. Ask Assessor for a second opinion. Arrange for a second Assessor to conduct pre-assessment evaluation. c. * Contact the certification and Assessment Manager for more details
4	The candidate disagrees with the Assessor's evaluation of the evidence presented for assessment.	a. Speak to Assessor. Find out exact reason/s why Assessor came to that conclusion. b. Ask Assessor for a second opinion. Arrange for a second Assessor to conduct pre-assessment evaluation. c. * or Contact the Certification and Assessment Manager for more details
5	The candidate disagrees with the outcome of the assessment.	a. Speak to Assessor. Find out exact reason/s why Assessor came to that conclusion. b. Ask Assessor for a second opinion. Arrange for a second Assessor to conduct pre-assessment evaluation. c. * Contact the Certification and Assessment Manager for more details
6	The Assessor feels that the candidate is not being supported by his/her organisation. Candidate claims to not have access to opportunities to generate evidence for assessment.	a. Speak to candidate. Discuss alternatives. b. Speak to candidate's supervisor. Discuss and clarify evidence provided by candidate or opportunities that may be available for candidate to get experience
7	The candidate does not feel that the action plan is achievable or realistic.	a. Discuss with Assessor. Offer alternatives. b. If concern is that not enough time is available to gather evidence, discuss

		<p>with and gain support from candidate's supervisor.</p> <p>c. If concern is that there are not enough opportunities to generate evidence, discuss with supervisor.</p>
--	--	--

Candidate Evaluation of the Assessment Process

Attention: AIPM Assessment and Certification Manager. Fax: (02) 8288 8711

Note to Candidate: Please take the time to answer all questions as fully as possible. Your feedback will help us to improve the assessment process. You may either fax it to AIPM, on the fax number above, or email it to cmansfield@aipm.com.au (ask for a soft copy from AIPM).

This assessment may also be submitted online through http://www.aipm.com.au/html/regpm_survey.cfm

Candidate's name _____
 Contact details _____
 Assessor name _____
 Date(s) of assessment _____
 Preparing for the Assessment: _____

		Yes	No
Before the assessment			
1	Did the Assessor have an initial discussion with you regarding the RegPM assessment?	<input type="checkbox"/>	<input type="checkbox"/>
Did the Assessor help you understand			
2	The reason for undertaking your assessment?	<input type="checkbox"/>	<input type="checkbox"/>
3	The RegPM standards against which the assessment was taking place?	<input type="checkbox"/>	<input type="checkbox"/>
4	The methods for collecting and judging evidence of competence?	<input type="checkbox"/>	<input type="checkbox"/>
5	How to collect and present evidence of your skills?	<input type="checkbox"/>	<input type="checkbox"/>
6	How to collect and present evidence of your knowledge?	<input type="checkbox"/>	<input type="checkbox"/>
7	The processes to be followed in assessing the evidence?	<input type="checkbox"/>	<input type="checkbox"/>
8	The expected outcome of the assessment?	<input type="checkbox"/>	<input type="checkbox"/>
9	What to do in the event that you did not agree with the outcome?	<input type="checkbox"/>	<input type="checkbox"/>
The Assessment process			
10	Did you agree an assessment plan?	<input type="checkbox"/>	<input type="checkbox"/>
11	Did you have any special needs that had to be taken into account before or throughout the assessment?	<input type="checkbox"/>	<input type="checkbox"/>
12	Were you satisfied that these needs were adequately considered when preparing for the assessment?	<input type="checkbox"/>	<input type="checkbox"/>

After the Assessment			
		YES	NO
13	<p>Were you happy with how and when you were informed of the assessment outcome?</p> <p>If no, please detail:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If some or all of the evidence you presented resulted in a judgment of not yet competent, were you given clear information about:</p>			
14	The reason for this decision?	<input type="checkbox"/>	<input type="checkbox"/>
15	What you needed to do next?	<input type="checkbox"/>	<input type="checkbox"/>
16	Where and when a further assessment would be carried out?	<input type="checkbox"/>	<input type="checkbox"/>
17	<p>What to do if you disagreed with the Assessor's decision?</p> <p>If no, please detail:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Overall</p>			
18	<p>Was the assessment a positive experience for you?</p> <p>If not, please detail:</p>	<input type="checkbox"/>	<input type="checkbox"/>
19	<p>Are there any suggestions you could make for the improvement to the assessment process?</p> <p>Please detail:</p>	<input type="checkbox"/>	<input type="checkbox"/>

--	--	--	--

Candidate's signature

Date

Date received by AIPM

Feedback to Assessor
