

Application form pathway 3

Chartered Project Professional (ChPP)

Please complete the digital form and return by email our contact details are on the back page.

We recommend reading the ChPP Application Guidance notes to help you with this completing the form.

Pathway 3: For those who meet the eligibility criteria and have a recognised assessment for professional practice.

Section 1: About you

| | |
|-----------|-----------------------|
| Title | First name |
| Last name | D.O.B. (DD/MM/YY) / / |

Your contact details

| | |
|---|-----------------------|
| Home address | |
| | Postcode |
| Day Tel (inc STD) | Evening Tel (inc STD) |
| Mobile | Email |
| If you work for a Corporate Partner or Affiliate of APM, please state organisation name | |

Section 2: Professional organisations

Please state the name(s) of any professional body that you are a member of (If applicable)

| |
|----------------------|
| Name of organisation |
| Name of organisation |
| Name of organisation |
| Name of organisation |
| Name of organisation |
| Name of organisation |

Section 3: Your current employer

| | | | |
|---|----------------|---|----------|
| Company name | Your job title | | |
| Company address | | | |
| | | | Postcode |
| Company tel (inc area code) | Email | | |
| How long have you worked for this employer? (MM/YYYY) | From | / | to / |
| Nature of business | | | |

Section 4: Recognised assessments

Please tick box to confirm you have a recognised assessment for pathway 3.

Pathway 3

Yes, I have a recognised assessment for professional practice.

Please state any recognised assessments

(If you hold a valid APM Project Management Qualification – ChPP Validated, please also state this below.)

| |
|--|
| Title – Recognised assessment |
| Date awarded/re-certified (DD/MM/YY) / / |

You'll need to provide certification evidence of any recognised assessment not awarded by APM.

Section 5: Project-related experience

Provide an overview of up to four projects, programmes or portfolios that give the contextual evidence for your professional practice assessment. You must refer to only one of these when you complete each competence section (Section 8), so it's important to describe projects that will give you the best chance of meeting the relevant assessment criteria. If you think you can meet them all from one project, that's fine, just give as many overviews as you think you need, up to four.

You are expected to write up to 500 words for each project overview.

Important: Each overview should evidence all the following requirements to be successful.

- You must show what you were personally responsible/accountable for within the project, programme or portfolio.
- The project, programme or portfolio must demonstrate all the following characteristics of a complex project:
 - conflicting objectives
 - high levels of unpredictability or risk
 - multiple work packages, projects or programmes
 - multiple interdependent stakeholders

You'll be expected to write up to 500 words for each project overview.

Important

If your project experience is more than five years old at the time of application, we require more information from you. Please complete a professionally active statement. (Section 6)

Project 1

Project name

Role

Role start date (DD/MM/YY) / / Role end date (DD/MM/YY) / /

Provide your project experience (maximum 500 words)

Project 2

Project name

Role

Role start date (DD/MM/YY) / / Role end date (DD/MM/YY) / /

Provide your project experience (maximum 500 words)

Project 3

Project name

Role

Role start date (DD/MM/YY) / / Role end date (DD/MM/YY) / /

Provide your project experience (maximum 500 words)

Project 4

Project name

Role

Role start date (DD/MM/YY) / / Role end date (DD/MM/YY) / /

Provide your project experience (maximum 500 words).

Section 6: Extra information – project experience

(Only required if your project experience is more than five years old at the time of application.)

If your most recent project, programme or portfolio is more than five years old at the time of application, you'll need to provide a statement showing how you've kept up-to-date with current practice and methods and been actively involved in the project management profession.

You will need to evidence in your statement how you continue to meet the following requirements of remaining professionally active:

- Having up-to-date knowledge of current practices and methods.
- Being actively involved in the project management profession.

Your professionally active statement can be up to 500 words.

Provide your professionally active statement (If applicable)

Section 7: Competence

You will be required to provide evidence against eight competences, seven are mandatory and one is elective.

Mandatory competences

Seven competences are provided below including two which are compulsory and five which have an or option.

- Risk and issue management
- Stakeholder and communications management

Please select **five** competences from the selection options below, check the boxes that apply

| | | | | |
|----------------------------|--------------------------|----|----------------------|--------------------------|
| Budgeting and cost control | <input type="checkbox"/> | OR | Financial management | <input type="checkbox"/> |
| Change control | <input type="checkbox"/> | OR | Conflict resolution | <input type="checkbox"/> |
| Governance arrangements | <input type="checkbox"/> | OR | Reviews | <input type="checkbox"/> |
| Integrated planning | <input type="checkbox"/> | OR | Schedule management | <input type="checkbox"/> |
| Leadership | <input type="checkbox"/> | OR | Team management | <input type="checkbox"/> |

Elective competences - Please select **one** and check the box that applies

| | | | | | |
|-------------------------|--------------------------|----------------------------|--------------------------|-----------------------|--------------------------|
| Assurance | <input type="checkbox"/> | Life cycles | <input type="checkbox"/> | Resource management | <input type="checkbox"/> |
| Benefits management | <input type="checkbox"/> | Portfolio shaping | <input type="checkbox"/> | Solutions development | <input type="checkbox"/> |
| Business case | <input type="checkbox"/> | Procurement | <input type="checkbox"/> | Sustainability | <input type="checkbox"/> |
| Capability development | <input type="checkbox"/> | Quality management | <input type="checkbox"/> | Transition management | <input type="checkbox"/> |
| Contract management | <input type="checkbox"/> | Requirements management | <input type="checkbox"/> | | |
| Diversity and inclusion | <input type="checkbox"/> | Resource capacity planning | <input type="checkbox"/> | | |

Section 8: Competence assessment

For each competence assessed, you'll need to cover a minimum of four professional practice assessment criteria across the competence. State which project, programme or portfolio overview the evidence is from. The competences and assessment criteria can be found in Appendix 1 of the ChPP Application Guidance notes.

Important

Each individual competence statement must relate to one project, programme or portfolio **only**. You can't refer to multiple projects within a single competence.

Competence 1 (Mandatory)

Competence title: **Risk and issue management**

Please give evidence against a minimum of four professional practice assessment criteria across the competence. State which project, programme or portfolio the evidence is from (maximum 250 words).

Competence 2 (Mandatory)

Competence title: **Stakeholder engagement and communication management**

Please give evidence against a minimum of four professional practice assessment criteria across the competence. State which project, programme or portfolio the evidence is from (maximum 250 words).

Competence 3 (Mandatory)

(Choice – please state either Budgeting and cost control OR Financial management)

Competence title:

Please give evidence against a minimum of four professional practice assessment criteria across the competence. State which project, programme or portfolio the evidence is from (maximum 250 words).

Competence 4 (Mandatory)

(Choice – please state either Change control OR Conflict resolution)

Competence title:

Please give evidence against a minimum of four professional practice assessment criteria across the competence. State which project, programme or portfolio the evidence is from (maximum 250 words).

Competence 5 (Mandatory)

(Choice – please state either Governance arrangements OR Reviews)

Competence title:

Please give evidence against a minimum of four professional practice assessment criteria across the competence. State which project, programme or portfolio the evidence is from (maximum 250 words).

Competence 6 (Mandatory)

(Choice – please state either Integrated planning OR Schedule management)

Competence title:

Please give evidence against a minimum of four professional practice assessment criteria across the competence. State which project, programme or portfolio the evidence is from (maximum 250 words).

Competence 7 (Mandatory)

(Choice – please state either Leadership OR Team management)

Competence title:

Please give evidence against a minimum of four professional practice assessment criteria across the competence. State which project, programme or portfolio the evidence is from (maximum 250 words).

Competence 8 (Elective)

(Choice – please state which elective competence you have chosen.)

Competence title:

Please give evidence against a minimum of four professional practice assessment criteria across the competence. State which project, programme or portfolio the evidence is from (maximum 250 words).

Section 9: Continuing Professional Development (CPD)

You will need to have completed 35 hours of CPD in the 12 months up to your application and confirm that you will maintain this every year.

All CPD must meet the requirements of the APM CPD scheme, please see: apm.org.uk/cpd

I confirm that I have completed the requisite CPD and that I will continue to fulfil the CPD requirements as part of the Chartered Project Professional (ChPP) standard.

Please check this box if you agree with and confirm adherence to the above statement.

Section 10: Proposers

You must provide contact details for two proposers who can support your application. Proposers could be another project professional or your line manager but can't be a family member.

Your proposers should believe you are suitable for consideration for ChPP and be happy to confirm this if contacted by APM.

First proposer

| | |
|---|------------------------|
| Is your first proposer an APM member? (Yes/No) | If yes, membership no. |
| Relationship to yourself | |
| First proposer name | |
| Company name | |
| Company address | |
| | Postcode |
| Company tel (inc area code) | Email |

Second proposer

| | |
|--|------------------------|
| Is your second proposer an APM member? (Yes/No) | If yes, membership no. |
| Relationship to yourself | |
| First proposer name | |
| Company name | |
| Company address | |
| | Postcode |
| Company tel (inc area code) | Email |

Section 11: Payment details

Once this form has been submitted, please make payment of the first fee to us by calling **+44(0) 1844 271685**. Please do not email us with your credit/debit card details or your bank account information.

Please refer to our webpage for the current prices for pathway 3. – apm.org.uk/chartered-standard/pathway-3

Section 12: Data protection and preferences

Data protection We look after your data carefully. Please ask for our privacy policy or go to: apm.org.uk/apm-privacy-statement for more details. We'd like to send you information about us, project management and our products and services.

You can tell us how you'd like to receive information online or by calling us, and opt out at any time:

Yes please – I'd like you to keep me up to date (check the box).

No thanks – only send me essential information (check the box).

Section 13: Declaration

I agree to be bound by the **APM Code of Professional Conduct** (check the box).

I agree to the **terms and conditions** (check the box).

Visit apm.org.uk for the APM Code of Professional Conduct and terms and conditions.

If successful, I would like my name to be published in the public register of Chartered Project Professionals on apm.org.uk/chartered-standard (check the box).

| Name | Position |
|--|-----------------------|
| Signature (please type your signature in here) | Date (DD/MM/YYYY) / / |
| | |

Application checklist (check the box)

Completed **all** sections of your application



We are the only chartered membership organisation for the project profession

Completed forms to:

By email: chartered@apm.org.uk

By post: Chartered Team,
Association for Project Management (at the address below).

For queries regarding the Chartered Project Professional (ChPP) standard, please contact the Chartered Team:
Tel: +44 (0) 1844 271685 or Email: chartered@apm.org.uk

Association for Project Management
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Summerleys Road
Princes Risborough
Bucks HP27 9LE
0845 458 1944
apm.org.uk

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Association for Project Management is incorporated by Royal Charter RC000890 and a registered charity No. 1171112. Principal office as shown.