



THE
institute
VAL^{of}UE
management

Member of the IVM (MIVM) Applicant Guide

Member of the IVM (MIVM): APPLICANT GUIDE

Foreword

I am delighted that you have decided to apply for IVM Membership as a Member (MIVM). When you attain this level of membership, you join a group of Value Management professionals who have reached a recognised professional standard in the eyes of their peers and business. IVM Member status is a measure of your valuable Value Management skillset. I am sure that you will find being a Member (MIVM) both professionally and personally rewarding.



J A Warriner MSc, PVM, TVM, FIVM

Chair of the IVM Executive Committee

Introduction

Definition

IVM Member status is defined as:

“A class of membership awarded on the basis of individual achievement within the Value Management profession.”

To Gain Member Status

To gain your MIVM designation you must demonstrate a range of professional and technical competencies by either:

Route 1: Holding a QVA or CVA qualification or, having successfully completed an IVM accredited VM2 course or having successfully completed a Management of Value (MoV) Practitioner course or,

Route 2: Holding a relevant professional qualification in Lean, Benefits Management or Project Management or,

Route 3: Having a minimum of 3 years' experience of working in a Value Management environment.

Experience and career progression provide opportunities for your skills to be enhanced and your profile and recognition in the industry to develop. These achievements emphasise the authority and professionalism required to demonstrate commitment to the promotion and development of the Value Management profession.

Read more about the value of being a Member (MIVM) at www.ivm.org.uk/Memberships/MIVM

Applicant Profile

Anyone who meets the requirements for becoming an IVM Member (MIVM), is eligible to apply to become a Member (MIVM).

For Routes 1 and 2: Applicants it is simply by completing the Member (MIVM) Application Form, enclosing a copy of the relevant qualification or course certificate, and paying the application fee.

For Route 3: Applicants, the process requires you to additionally provide evidence to demonstrate your minimum of 3 years' experience of working in a Value Management environment.

For All Routes, if you have unpaid IVM subscriptions, unresolved complaints or other conduct issues on your IVM record, your application cannot be considered.

You will be required to maintain a Continuing Professional Development (CPD) Log from 1st January 2016 onwards and this can be downloaded from our website www.ivm.org.uk

The CPD Log, including the payment of your annual subscription, are mandatory requirements for you to maintain your MIVM status on an annual basis.

Process

Application

Download the application form for (**Route 1, 2 or 3**, as applicable) from our website www.ivm.org.uk or, request it from Secretary@ivm.org.uk. The application form details the application fees (**for All Routes**) and for **Route 3**, any additional information you must provide.

1. Complete the application form and pay the application fee; and
2. Submit the application form, and copies of your certificates/qualifications (**Routes 1 & 2**) plus (**for Route 3 only**) your evidence; and
3. Submit all documentation electronically.

As an IVM member you are obliged to record your CPD from 1st January 2016.

Assessment

If you do not hold a required certificate/qualification from the relevant course or, relevant qualification in Lean, Benefits Management or Project Management your **Route 3** application will be considered by an Assessor / Assessors assigned by the IVM and you will have to be interviewed either face-to-face or via video conferencing.

Result

The process for **Routes 1 & 2** from application to result can take up to one month. For **Route 3** applicants, it can take up to three months. You will be informed of the timeframe when your application is acknowledged. There may be a delay if your application is incomplete or if the IVM needs to investigate any matter of concern, you will be informed if this is the case.

Correctly submitted **Routes 1 & 2** applications will be approved. **Route 3** applications will either be approved or declined as appropriate

If your application is approved, you will be awarded Membership of the IVM and you will be entitled to use the designation MIVM.

If it is declined, IVM will send you a report explaining the reasons. You have the right to appeal the decision. You are not allowed to appeal simply because you disagree with the decisions of the Assessor(s). For an appeal to be successful you must be able to show fault in the way the assessment was conducted which led to an unfair decision. Examples would be administrative error or procedural unfairness. Details of how to appeal will be given in the feedback report. There is an appeal fee.

Your Application

Approach to applying

For **Routes 1 & 2** applicants it is simple; complete the Membership (MIVM) Application Form, enclosing a copy of your relevant qualification or course certificate, and pay the application fee.

For **Route 3** Applicants, if you are ready to apply for becoming a Member (MIVM) you should be able to match your achievements in terms of your minimum of 3 years experience in a Value Management environment and identify and submit suitable evidence. You will also need to have a Referee to sign your application form who must be either MIVM or FIVM.

Choose the experiences that best illustrate your achievements and strengths. You must provide sufficient evidence to enable the assessor(s) to make a confident decision. You should be prepared to provide the necessary information and details to support your application and the achievements you are demonstrating. The assessor(s) will decide if the evidence you provide together with your responses at interview meet the requirements for being awarded IVM Membership as a Member (MIVM), the assessor(s) may not be familiar with your background or area of practice and you should consider this when preparing your evidence and for your interview.

Preparing your evidence (Route 3 Applicants Only)

Identify the evidence you can provide to demonstrate your experience in a Value Management environment. You may be asked to provide supporting information if your evidence does not provide sufficient detail.

Writing statements (Route 3 Applicants Only)

Address the requirements for becoming a Member (MIVM) i.e. minimum of 3 years experience in a Value Management environment. Your Curriculum Vitae or Resume should refer directly to what you have achieved. Provide written factual declarations, with sufficient detail and explanation to demonstrate your achievements up to a **maximum of four** evidence statements (maximum 500 words each). A brief statement or description or simple reference to current or previous job titles or employers is unlikely to contain sufficient information.

Evidence should clearly reference achievements, your actions and responsibilities. Statements should be specific to you and avoid generalisations that could apply to other people.

A personal statement on your current role, practices and ambitions relating to Value Management will also be required.

Providing Third Party Evidence (Route 3 Applicants Only)

The third party document should refer directly to what you have achieved.

Confirmation could be an email or letter from the stated third party or a report/article written by the third party that confirms your appointment / involvement. You can also reference content from a reputable website that confirms your achievement.

Where stated, the third party may be your manager, a client, an IVM member or an appropriate authority from the organisation that recognised your achievement. If possible, third party should be different and should not be the same as your referee.

Copy documents submitted, should clearly demonstrate what has been achieved including your details and the details of the awarding body / publication, as applicable.

Any third party evidence provided is subject to further verification by the IVM. In order to do this the IVM may contact your referee or the third party.

Confidence through Professional Standards

The IVM promotes and enforces the highest professional standards on behalf of its membership and promotes value management qualification through its Certification Board. We believe our name and reputation promises the consistent delivery of standards – bringing confidence to the markets our membership operates in.

We are extremely proud of our reputation and we guard it fiercely, so that clients who work with an IVM professional can have confidence in the quality and ethics of the value management services they receive.