



THE  
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management

## **IVM Fellowship Applicant Guide**

## IVM FELLOWSHIP: APPLICANT GUIDE

### Foreword

I am delighted that you have decided to apply for IVM Fellowship. It is a mark of distinction, and when you achieve fellowship, you join a group of Value Management professionals who stand out in the eyes of their peers and business. IVM Fellowship is a measure of excellence. I am sure that you will find fellowship both professionally and personally rewarding.



**Steve Parker**

IVM Chair

## Introduction

### Definition

IVM Fellowship is defined as:

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

### From Membership to Fellowship

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

- **Route 1:** being qualified as a Professional in Value Management (PVM) or,
- **Route 2:** by your significant experience or, contribution to the field of Value Management

Experience and career progression provide opportunities for your skills to be enhanced and your profile and recognition in 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 fellowship at [www.ivm.org.uk/Memberships/Fellowship](http://www.ivm.org.uk/Memberships/Fellowship)

### Applicant Profile

Anyone that holds a PVM qualification or can demonstrate significant experience or contribution to the field of Value Management is eligible to apply for Fellowship.

**For Route 1** Applicants it is simply by completing the Fellowship Application Form and paying the application fee.

**For Route 2** Applicants, the process requires you to additionally provide evidence to demonstrate your significant experience or contribution to the field of Value Management.

**For both 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 1<sup>st</sup> January 2016 onwards and this can be downloaded from our website [www.ivm.org.uk](http://www.ivm.org.uk)

Maintaining your CPD log and paying your annual subscription fees are mandatory requirements in retaining your FIVM status.

## Process

### Application

Download the application form (**Route 1 or 2**, as applicable) from our website [www.ivm.org.uk](http://www.ivm.org.uk) or, request it from [secretary@ivm.org.uk](mailto:secretary@ivm.org.uk)

The application form details the application fees and for **Route 2**, any additional information that needs to be provided.

1. Complete the application form and pay the application fee; and
2. Submit the application form (**Routes 1 & 2**) and evidence (**for Route 2**) electronically.

**As an IVM member you are mandated to record your CPD from 1<sup>st</sup> January 2016.**

## Assessment

If you do not hold a PVM qualification, your **Route 2** 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 **Route 1** from application to result can take up to one month. For **Route 2** 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.

Your application (**Route 1**) if you hold a PVM qualification will be approved. Your application (**Route 2**) if based solely on your significant experience or, contribution to the field of Value Management and your personal statement on your current role, practices and ambitions relating to Value Management, will either be approved or declined.

If it is approved, you will be awarded fellowship. Your name will be published on the IVM website and you will be entitled to use the designation FIVM.

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 (Routes 1 & 2)

### Approach to applying

For **Route 1** Applicants it is simple, complete the Fellowship Application Form and pay the application fee.

For **Route 2** Applicants, if you are ready to apply for fellowship you should be able to match your achievements in terms of significant experience or contribution to the field of Value Management and identify and submit suitable evidence. You will also need to have a Referee to sign your application form who must be either MIVM, FIVM or hold a professional qualification.

Choose the significant experiences or contributions 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 Fellowship, 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 2 Applicants Only)

Identify the evidence you can provide to demonstrate your significant experience or contribution to the field of Value Management. You may be asked to provide supporting information if your evidence does not provide sufficient detail.

## Writing statements (Route 2 Applicants Only)

Address the requirements for Fellowship i.e. significant experience or contribution to the field of Value Management. 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 2 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 for awards, certificates, diplomas, citations or publications should clearly demonstrate what has been achieved / awarded / published, including your details and the details of the awarding body / publication.

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.

## Characteristics

### Principles

To gain FIVM status, you must demonstrate your individual achievements. As a Fellow you must:

1. Demonstrate intent to further the profession.
2. Act for the benefit of a third party.
3. Promote the Value Management profession.

## Relevance

Relevance is judged as any achievement representing the skills used by an IVM member, these can include technical (value management) skills, professional skills, managerial skills and other relevant skills.

## 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.