



# CB Guidance for TVMs relating to the QVA Application Process and Form

## CONTROLLED DOCUMENT

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## 1. BACKGROUND

- 1.1 The CB 107 QVA Application Form for Qualified Value Associate (QVA) is one of the Certification Board (CB) procedures which was reviewed from September 2022 until May 2023 and issued for use on 15<sup>th</sup> May 2023 with revisions in April 2024 for change of registered address and in September 2025 relating to commitment to Originality and Ethical Conduct.
- 1.2 The changes to the process are designed to enable the CB, as the UK NCO, to:
  - Operate to Professional Industry Standards e.g. Qualification Application / Assessment Best Practices for the administration of the V4E-TCS;
  - Drive the process of working with candidates who have made an active decision to work towards the QVA qualification;
  - Capture candidate contact details under GDPR for audit of assessments purposes;
  - Verify the assessment process for audit purposes;
  - Provide helpful support and guidance as requested by the candidate;
  - Generate income for the UK NCO; and
  - Reduce the incidence of accreditation errors and safeguard against plagiarism.

## 2. GUIDANCE NOTES FOR TVM

2.1 Once a potential QVA candidate has made an active decision to work towards the QVA qualification, the TVM can advise the candidate to download the following forms available from the IVM website under 'downloads':

- 2.1.1 CB 107 Application Form for Qualified Value Associate (QVA) so that they fully understand the application and competency requirements.
- 2.1.2 CB 107-PD Personal Declaration form to sign and date to:
  - Confirm their intent to work towards the QVA qualification;
  - Provide the CB with their contact details for CB administration and audit purposes under GDPR; and
  - Confirm their understanding that:
    - the full non-refundable payment of £150 / candidate must be paid to the CB before the candidate is invited by the CB, working with their TVM, to sit the QVA exam; and
    - the candidate must participate in one Value Study based on a 'real' project designed in accordance with BS EN 12973:2020 under the V4E-TCS.

N.B. The non-refundable payment of £150 can be made by either the employer or the individual.

2.2 On receipt of the completed / signed CB 107-PD form, the IVM Secretary will simultaneously Issue an:

- 2.2.1 Invoice for the non-refundable payment of £150.
  - 2.2.2 IVM Candidate Unique QVA Application Reference Number which acts as the CB invitation to the candidate to sit the QVA exam (quoted on the Invoice).
- 2.3 On receipt of the non-refundable payment of £150, the IVM Secretary will notify the CB Assessment Co-ordinator, or nominated deputy, of receipt of the signed CB 107-PD form and the non-refundable payment of £150.

- 2.4 The CB Assessment Co-ordinator will then:
  - Liaise with the TVM over scheduling of the QVA Exam;
  - Agree a date with the TVM to issue the CB QVA Exam Paper. The CB has agreed that the CB Exam Paper can be sent 3x days in advance of the proposed exam date;
  - Inform the TVM how the CB Assessment Co-ordinator, or nominated deputy, wishes to verify the first mark of QVA exam papers for audit purposes;
  - Issue the TVM with a CB Assessment Spreadsheet to record all of the candidates' marks. The TVM will be required to complete the CB Assessment Spreadsheet and send that (e.g. via email/SharePoint) to the CB Assessment Co-ordinator, or nominated deputy; and
  - Decide, on receipt of that spreadsheet, which actual candidate papers will be requested to carry out an internal verifier exercise for audit purposes.

- 2.5 The CB Assessment Co-ordinator or their nominated deputy will confirm to the:
- TVM the outcome of the internal verifier exercise and those candidates which the CB has accepted as passed the QVA exam; and
  - IVM Secretary the candidates which have passed the QVA exam and instruct the IVM Secretary to complete a QVA exam certificate (word version) for each candidate using the IVM CB QVA Examination Certificate Template.
- 2.6 The IVM Secretary will email the completed QVA exam certificate (word version) for each candidate to the CB Assessment Co-ordinator or their nominated deputy, and ask to sign-off on all QVA exam certificates being sent to candidates.
- 2.7 On receiving sign-off from the CB Assessment Co-ordinator or their nominated deputy, the IVM Secretary will be asked to send out the approved certificates (pdf version only) to successful candidates via email.
- 2.8 The CB advises the TVM to work closely with the candidate to ensure that the candidate actually participates in an assigned role as a value study team member in a real case study worked through on the VM1 course.
- 2.9 Commitment to Originality and Ethical Conduct

All learners and trainers are expected to demonstrate and act with integrity, originality, and ethical conduct in their work. It is a fundamental requirement that all materials, ideas, and outputs presented are the result of individual effort and are not copied, reproduced, or misrepresented as one's own without appropriate attribution.

Plagiarism is a breach of professional and ethical standards. Such behaviour may lead to disqualification and other action in accordance with CB assessment policies and procedures.

Therefore:

- a. Learners shall ensure that their submissions reflect their own experiences.
  - b. Trainers are responsible for promoting and modelling ethical practices, guiding learners toward independent thought, creativity, and professional responsibility.
- 2.10 Once a candidate has achieved a successful QVA exam outcome and can evidence participation in one Value Study, the TVM can advise the candidate to:
- Complete the latest CB 107 Application Form for Qualified Value Associate (QVA) and submit that to the IVM Secretary on behalf of the CB for assessment; and
  - Include scanned copies of their VM1 course certificate issued by the TVM using the IVM CB Template (can be accessed via the IVM Secretary) and the QVA Examination Certificate issued by the IVM Secretary in the new CB signed off format.