

APPLICANT'S NAME:

Unique QVA Application Reference Number:



Certification Board

APPLICATION FORM FOR QUALIFIED VALUE ASSOCIATE (QVA)

CONTROLLED DOCUMENT

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Document Control	
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GUIDANCE NOTES FOR COMPLETION OF THIS APPLICATION FORM

1. This form is for an Applicant aspiring to be awarded the qualification of Qualified Value Associate (QVA). There are no recertification requirements for QVA.
2. A Qualified Value Associate (QVA) is someone **who has a good understanding of the principles and the basic tools of Value Management**. The individual is able to apply them within their own day to day work and contribute effectively as a member of a value study team. **The QVA qualification does not certify competence to design or lead a value study**. That higher level competence is developed on Institute of Value Management Certification Board (CB) approved VM2 and VM3 courses and is signalled by the qualification Professional in Value Management (PVM). The recommended-route to QVA, under the Value for Europe Training and Certification System (V4E-TCS) is through:
 - a. Attendance of an IVM-CB Approved VM Module 1 (VM1) course;
 - b. Signing the Personal Declaration Form (CB Form 107-PD) and paying the QVA non-refundable application fee of £150 to the IVM, prior to taking the QVA examination;
 - c. Successfully passing the QVA multiple choice examination which will be invigilated and first-marked by an IVM approved TVM; exam paper results will be validated by a CB-nominated Assessor;
 - d. Applying Value Management methods following guidance from BS EN12973 and learning from that experience. Applicants are required to submit a report of their own learning in compliance with point 7 below, through participation in one Value Study based on a 'real' project as a team member; and
 - e. Submitting this application form (CB Form 107). This will be assessed by an Assessor appointed by the CB. Normally an interview will not be required.
3. The QVA qualification is awarded by the Institute of Value Management Certification Board (CB) on behalf of the Value for Europe (V4E) Board under the V4E Value Management Training and Certification System (V4E-TCS).
4. Fees: The QVA Application fee has already been paid on submission of the CB Form 107-PD, before the allocation of a QVA unique reference number and invitation from the CB to sit the QVA exam in association with a nominated TVM. No further payment will be required on submission of this fully completed Application Form, including the four supporting documents listed in point 5 below.
5. The Applicant should submit their completed application form and supporting documentation, in either word or PDF format, to the IVM Secretary, secretary@ivm.org.uk.
Supporting Documents to be included:
 - ☐ VM Module 1 (VM1) Course Certificate;
 - ☐ QVA Exam Certificate;
 - ☐ Personal Report demonstrating QVA level competence, including evidence of applying Value Management methods following guidance in BS EN12973 and learning through participation in one Value Study; and
 - ☐ Short CV no longer than 1 page which will be used by the Assessor to understand the context of the personal report submitted.
6. The Applicant should answer each section in the space provided.
7. 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 and work.
 - b. Trainers are responsible for promoting and modelling ethical practices, guiding learners toward independent thought, creativity, and professional responsibility.
8. Please note that a Qualified Value Associate (QVA) is required to pay an annual registration fee for their QVA Qualification Certificate, but the QVA qualification does not require recertification.
9. A successful QVA Applicant, ratified by the IVM Certification Board (CB), will receive a QVA Qualification Certificate in pdf format only. Please note that the CB does not issue hard copy certificates.

PART ONE

DECLARATION

I have read the certification requirements to which this application relates, and I consent to the Trainer in Value Management (TVM) course provider and the IVM Certification Board retaining the information contained in this completed form for their use in connection with the Value for Europe Value Management Training and Certification System (V4E-TCS) and Institute of Value Management (IVM) Certification Board matters respectively. I confirm that I have paid the non-refundable application fee prior to taking the QVA examination and will, subject to my QVA examination result, complete my QVA qualification application form i.e. this form, and that all of the information on this application is based on my own experiences and work in compliance with Point 7 herein and correct to the best of my knowledge. I agree to abide by the decision of the Certification Board. **I also understand that the award of a QVA qualification will only be valid as long as I pay the annual registration fee.**

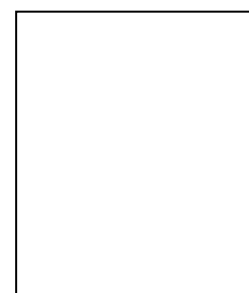
Signature _____ Date _____
 Name _____

APPLICANT DETAILS

Name

Address for Communications

Postal:



Passport type
photo only

Email:

Tel:

Home Address if different to above

Postal:

Email:

Tel:

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

ACADEMIC QUALIFICATIONS (If Any)

University/College	Course	Qualification	Graduation Date

MEMBERSHIP OF PROFESSIONAL BODIES (If Any)

Professional Body	Date

Member of the Institute of Value Management

Yes		No	
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Institute of Value Management Membership Number

Note: QVA holders, as a benefit, can apply at IVM 'Member' grade currently £108 p.a. and are entitled to use the post nominals MIVM. There is an annual registration fee for holding a QVA Qualification certificate, this is currently £60 p.a. for IVM members but £180 p.a. for non-members.

VALUE MANAGEMENT TRAINING

VM Module 1 (VM1 Course)	
Course Reference No (If known)	
Trainer's Name	
Trainer's Reference No (If known)	
Course dates	

OTHER TRAINING

Please provide details of any other training which you consider to be relevant.

Course Title	Dates

EMPLOYMENT

Current Employer

Current Employer's Address

Your Telephone Number

E-mail Address

Current Position

SUMMARY OF YOUR CAREER (SHORT CV)

Summarise your career highlights and achievements to date (300 words max)

PART TWO

VALUE MANAGEMENT ACTIVITY REPORT

The Applicant is required to include a personal report of one Value Study based on a 'real' project covering personal participation in Value Management activities.

The report should be between 500 - 1000 words in length.

The report should demonstrate knowledge, skill, and attitude to learning of the Applicant during participation in the Value Study. The report should record the Applicant's use of Value Management methods following guidance from BS EN12973, and the Applicant's own learning from that experience.

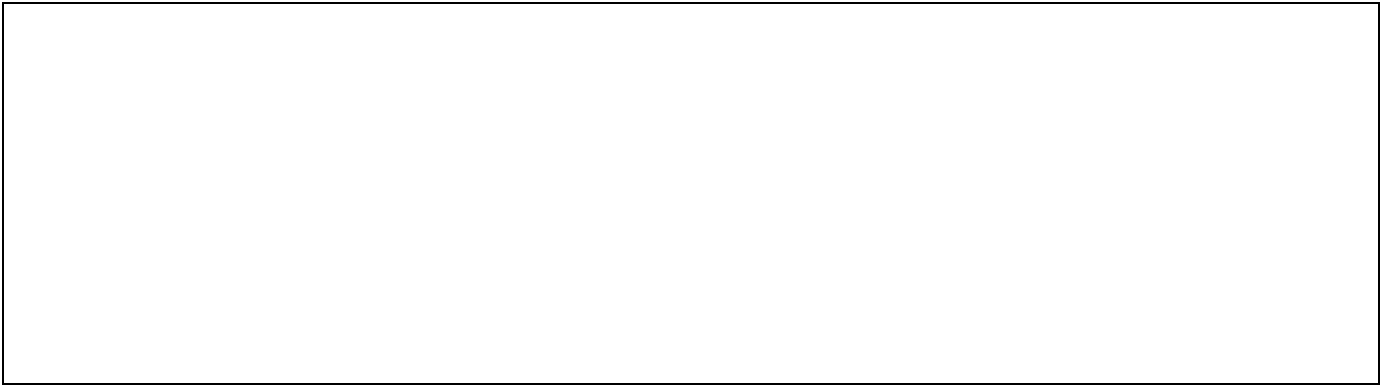
The personal reports should demonstrate the competence of the Applicant and include an overview of the project, the Value Management methods used and the project outcome in terms of benefits, advantages, innovation, sales, savings, efficiencies, or other relevant value criteria.

Only Applicants who demonstrate competence in their personal report based on their own experiences and work at the level specified in the guidance notes may be awarded the QVA qualification. Knowledge, skill, and attitude to learning should each be covered.

The report shall demonstrate Applicant's activities in applying Value Management methods following guidance from BS EN12973 and learning from that experience.

Study Title & Date	Personal Report

Please provide any other information relevant to this application.



BASIS OF ASSESSMENT OF QVA APPLICANTS

1. A Qualified Value Associate (QVA) is someone **who has a good understanding of the principles and the basic tools of Value Management**. The individual is able to apply them within their own day to day work and contribute effectively as a member of a value study team. **The QVA qualification does not certify competence to design or lead a value study**. That higher level competence is developed on IVM CB approved VM2 and VM3 courses and is signalled by the qualification Professional in Value Management (PVM). The recommended-route to QVA, under the Value for Europe Training and Certification System (V4E TCS) is through attendance on a VM Module 1 (VM1) course, successfully passing a QVA examination based on the learning objectives of the VM Module 1 (VM1) course and participation in one Value Study as a team member.
2. This guide should be used to assist in the completion of the application form for the qualification QVA.
3. The assessment of the Applicant will be based on the evidence submitted in this application form which shall demonstrate that the required learning outcomes have been achieved. The assessment will not involve an interview unless the Assessor believes they cannot make a fair decision based solely on the content of the application form and supporting documentation.
4. In addition to evidence of attendance on an approved VM Module 1 (VM1) course and passing the QVA examination, the evidence of practical experience should demonstrate that the required learning outcomes have been achieved as set out below:

Specific requirements are:

- Know core methods and be aware of other methods (Knowledge Requirement detailed below)
- Be able to explain the principles of and promote Value Management (VM);
- Be able to apply specified VM methods independently; and
- Be able to contribute to the performance of a value study team.

It is anticipated that the Applicant will have participated in one Value Study (approximately 20 hours including preparation time). The number of hours is an indication of the experience a typical Applicant would be expected to have but they are not mandatory.

Knowledge Requirement - **Know core methods and be aware of other methods:**

- Know about and be able to support the application of VM, Value study-based Approach and VA/VE work plan as a participant in a study.
- Know and be able to apply the following core methods at a personal level.
 - o Prepare for Study;
 - o Root Cause Analysis;
 - o Objectives Hierarchy;
 - o Function Analysis;
 - o Function diagrams;
 - o Cost to Function Analysis;
 - o Idea generation;
 - o Idea categorisation and development;
 - o Decision building;
 - o Proposal selection and development; and
 - o Presentation.
- Know and be able to support the application of other core methods including:
 - o Functional Performance Specification;
 - o Design to Cost and Performance / Design to Objectives;
 - o Discounted Cash Flow; and
 - o Whole Life Cost and Value.

A QVA Applicant should have skill to be able to **Participate** successfully in facilitated i.e. guided VM Studies, While it is possible to participate without theoretical underpinning, if the Applicant is to reflect on experience and develop, then that development process is aided by theoretical knowledge. It is expected therefore that the Applicant knows the theory.

A QVA Applicant should be able to demonstrate a positive **Attitude** to learning about Value Management through commitment to ongoing learning and professional development. Attitude acquired when learning will grow from accept, to demonstrate interest, to actively promote learning to others. The QVA Applicant should demonstrate interest and motivation to learn.

5. In the event that an interview is required, it will address any gaps in the evidence submitted.

6. The decision of the Assessor appointed by the IVM-Certification Board (CB) is a simple decision: AWARD or not. Applicants who do not achieve the AWARD will be given feedback which may be of assistance on re-application.
7. The Assessor's recommendation will be ratified by the CB prior to the Applicant being advised of the outcome. Applicants who are unsuccessful may appeal, by stating the case for such an appeal, in writing, to the IVM Secretary, secretary@ivm.org.uk, within 28 days of being notified of the outcome.