

Enter Candidates Name Here



Certification Board

APPLICATION FOR
THE PROFESSIONAL IN VALUE MANAGEMENT (PVM) QUALIFICATION
AND LOGBOOK

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Document Control	
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GUIDANCE NOTES FOR COMPLETION OF THIS APPLICATION FORM

1. This form is for individuals applying for PVM (Professional in Value Management) status and who have:
 - a. successfully completed the following:
 - VM1 - Value Management Module 1 Course
 - VM2 - Value Management Module 2 Course
 - VM3 - Value Management Module 3 Course
 - b. independently led a minimum of 2 complete VM studies.¹
 - c. demonstrated that the training course learning objectives have been understood and applied.
 - d. demonstrated that they have extended their VM knowledge through personal study and development.
2. Applicants will undergo an in-depth interview to determine their understanding of VM and its application within their own and other business sectors.
3. The PVM qualification is awarded by the Institute of Value Management Certification Board on behalf of the European Governing Board of the Value Management Training and Certification System (EGB).
4. Applicant's should inform the IVM Administrative Secretary of their intention to apply for PVM by completing Part 1 of the application form and forwarding it to secretary@ivm.org.uk at least four weeks in advance of the complete application form being submitted. The Administrative Secretary will raise an invoice. The Tab key is used to allow candidates to move around the electronic form and enter the required data.
5. The Administrative Secretary, on receipt of the completed application form and fee will appoint a Jury and arrange an interview. The interview will be arranged at the earliest date but in exceptional cases may take six months to arrange. If for some reason an applicant requires the interview to be completed within a short period, a surcharge may be made by the IVM to cover the extra costs incurred.
6. The Jury's recommendation must be endorsed by the IVM Certification Board 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 Administrative Secretary within 28 days of being notified of the outcome.
7. Applicants should answer each section in the space provided.
8. The completed form should be emailed to secretary@ivm.org.uk. In exceptional circumstances, three paper copies of the completed application form, bound into single volumes, may be submitted.
9. Candidates should use the "Tab" key to navigate the form and enter the required data. To insert a digital signature and picture, candidates will have to unprotect the document, insert images and then protect document for filling in forms. The text to be used to populate the form is Arial 10pt.

¹ It should be noted that the minimum 2 studies are unlikely to provide sufficient experience for most candidates to achieve the required understanding of VM to gain the PVM qualification.

PART ONE²

DECLARATION

I have read the certification requirements to which this application relates, and I confirm that all of the information on this application is correct to the best of my knowledge. I agree to abide by the decision of the Certification Board. I have transferred the application fee which I accept will not be returned if my application is unsuccessful. I also understand that the award of a PVM will only be valid if I pay the annual registration fee and meet the re-certification requirements.

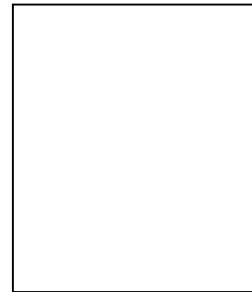
Signature

Date

Name

APPLICANT'S DETAILS

Name



Address for Communications

Postal:

Passport type
photo only

Email:

Tel:

Home Address if different to above

Postal:

Email:

Tel:

² Part One is also to be included with the final submission.

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Academic Qualifications (Give University / college and graduation date)

University/College	Course	Qualification	Graduation Date

Membership of Professional Bodies (with dates)

Professional Body	Date

Institute of Value Management Membership Number

VALUE MANAGEMENT TRAINING

VM1 – Value Management Module 1	
Course Reference No (If known)	
Trainer's Name	
Trainer's Reference No (If known)	
Course dates	

VM2 – Value Management Module 2	
Course Reference No (If known)	
Trainer's Name	
Trainer's Reference No (If known)	
Course dates	

VM3 – Value Management Module 3	
Course Reference No (If known)	
Trainer's Name	
Trainer's Reference No (If known)	
Course dates	

OTHER TRAINING

Please provide details of other courses relevant to Value Management training – for example, SAVE courses, risk management, project management, team building, change management, SPC, ISO9000, EFQM, ETC

Course Title	Dates

EMPLOYMENT

Current Employer

Current Employer's address

Your Telephone Number

E-mail address

Current Position

GENERAL

Please detail any special requirements for the interview e.g., disabled access etc

PART TWO

SELF ASSESSMENT

The self-assessment system strives to be a balance between simplicity and accuracy. It is important that responses are realistic and are aligned with the content of the sections. Part of the assessment will be to check that responses are neither exaggerated nor understated. If any questions pose problems for you, please contact the Secretary.

SECTION A

Please indicate your level of **knowledge** in the table below by clicking on the appropriate boxes as follows:

1. I am aware of the subject, and have limited knowledge
2. I know the subject with a degree of detail and can place it in a theoretical framework
3. I understand and am therefore able to translate, interpret, and apply my knowledge of the subject into new situations.

Please indicate your level of **skill** in the application of your knowledge by clicking on the appropriate boxes as follows:

1. I have little or no experience of applying my knowledge
2. I have applied the subject with some guidance
3. I have substantial and varied experience and can lead projects and programmes

In section A8 you may add additional techniques you have found useful in your value management activities. Please outline them in the spaces left for this purpose. If these spaces are inadequate, please add at the end of the questionnaire.

Code	Subject Description	Knowledge			Skill		
		1	2	3	1	2	3
A9	Selecting and integrating tools for VM	<input type="checkbox"/>					
A10	Plan, control, facilitate and measure a VM project	<input type="checkbox"/>					
A11	Understand and apply Corporate strategy, culture and competitive analysis	<input type="checkbox"/>					
A12	Developing and implementing a corporate VM strategy	<input type="checkbox"/>					
A13	Integration of VM with other business activities	<input type="checkbox"/>					
A14	Theory and practice of continuous improvement	<input type="checkbox"/>					
A15	Developing and applying training programmes	<input type="checkbox"/>					
A16	Defining and applying a value culture	<input type="checkbox"/>					

If more than five '3' entries are made in the three columns in each of knowledge and skill sections justification will be required at the interview.

SECTION B

This section covers your experience in the application of value management.

B1. How many days have you spent as a member of a value study or workshop team?

B2. How many days have you spent as a study/team leader or facilitator?

B3. How many months have you been employed in value management?

B4. How many months have you spent introducing or controlling a value management programme in a significant organisation?

B5. Please indicate the broad business sectors in which your value management experience has been gained:

B6. Please indicate your range of experience by completing the table below indicating the percentage of your VM experience in each category:

Strategy Development	Organisation and Business Process Change	Capital Projects	Product Design and Development	Manufacturing Processes

Please note that the terms vary from sector to sector. For example, the term workshop might be used in a local authority to describe a session where the full review team meets at the analysis or creative stages of a service review. Value management practices vary too – in industry the bulk of the work of a VM team may be done in a three day workshop whereas in service organisations the project may take many weeks with workshops at key intervals.

Definition of a study is as follows; -

- A study must follow the complete VM job plan

- No specific minimum duration.
- No specific minimum contact time per study.
- A total of 80 hours contact time is required with teams to satisfy the qualification requirements.

LEARNING AND SCHOLARSHIP

Your preparation for PVM requires more than course attendance. You should have studied general Value Management and specific Value Management as applied to the sector in which you operate professionally. This is achieved by a combination of personal study, related conferences and networking. In 200 words, outline your personal development activities since you completed your formal VM training and highlight the most significant item which has affected your thinking about VM and its application.

ETHICS

The Certification Jury expects a Professional Value Management practitioner to behave ethically. As well as being honest and having integrity, applicants are also expected to spend time identifying the needs of customers and other stakeholders through effective listening. Applicants should use functional thinking to secure optimal win-win solutions for all parties.

This requires a balanced outlook based on long-term relations and understanding of the merits of other approaches. It requires that practitioners keep abreast of their subject and contribute to its development. Applicants should also help others reach professional fulfilment and promote a wider public understanding of Value Management and the success it can bring to the customer and other stakeholders.

Applicants should prepare a statement of the ethical issues met on Value Management studies, and state how you addressed these in no more than 500 words.

VALUE MANAGEMENT STUDIES

Applicants are required to include the summary reports of two Value Management studies, where they have been the overall leader and that illustrate diversity of subject. These reports should include an overview of the project, the VM techniques used and the project outcome in terms of actual savings, cost avoidance or other relevant criteria. It is vital that details of the function diagrams are highlighted and how these fed into the projects progression. Reports which exceed twenty pages will be rejected.

List all studies undertaken.

Please provide any other information relevant to this application.