

Enter Applicant's 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 (reference: V4E TCS 2022-04) P15:
 - VM1 - Value Management Module 1 Course; followed by participating in 1 value study as a team member and undertake personal experience and development in anticipation of attending a course in Value Study leading (VM2)
 - VM2 - Value Management Module 2 Course; followed by designing and leading at least 2 value studies. The aim is to establish fluency in function analysis competency,
 - VM3 - Value Management Module 3 Course; followed by successfully passing an exam based on the learning outcomes of all three courses, and then acquire experience, preferably mentored, of leading further value studies.
 - b. independently designed and led a minimum of 2 complete Value Management (VM) studies;¹
 - c. demonstrated that the training course learning objectives have been understood and applied; and
 - d. demonstrated that they have extended their VM knowledge through personal study and development.
 - e. Achieved competence as below: (reference: V4E TCS 2022-04) P107

Professional in Value Management – PVM

The learning outcomes which are required to be demonstrated are:

PVM Competence	Minimum experience (hours)
Understand stakeholder needs and their organization and cultural context	40
Be able to design studies and assist in Value Management (VM) program design	40
Be able to demonstrate promotional skills in a single business context through the application of negotiation, and persuasion	30
Be able to work with teams outside a workshop environment	20
Be able to work with teams in a conventional or live on-line workshop	150
Be able to apply VM or elements of VM independently	30
Be able to report and present results, and promote VM	30
Be able to implement and/or support teams to implement results	20
Be able to ensure that VM learning, and development is embedded	40
TOTAL	400

The evidence will be provided by:

- Confirmation of attendance on approved VM1, VM2 and VM3 courses or approved alternatives;
- Successful completion of an examination that tests the learning outcomes of the above courses, and is recognised by the V4E Board/NCO;
- Completion of an application form which identifies self-declared levels of experience and competence;
- Completion of a dossier that demonstrates that required learning outcomes and competences have been successfully achieved; and
- Responses to questions from a Jury of qualified Value Management peers.

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

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 (CB) on behalf of the Value for Europe (V4E) Board in compliance with the Value Management Training and Certification System (V4E-TCS).
4. Applicants should inform the IVM Administrative Secretary of their intention to apply for the PVM qualification 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 Applicants 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 CB to cover the extra costs incurred.
6. The Jury's recommendation must be endorsed by the IVM 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 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. Applicants should use the "Tab" key to navigate the form and enter the required data. To insert a digital signature and picture, Applicants 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.

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 IVM 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 every 4 years.

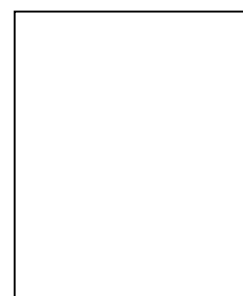
Signature _____ Date _____
Name _____

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 International 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 (Secretary@ivm.org.uk).

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
A1	Team-working theory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
A2	Theory and practice of team building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3	Team leading and facilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4	Definition of stakeholder needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A5	Promoting projects and proposals to all stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A6	Theory of establishing and managing a project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
A7	History, terminology, standards and VM organisations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
A8	Value Analysis/Value Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Function Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cost to Function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FAST diagramming / Function Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Functional Performance Specification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Quality Function Deployment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Business Process Reengineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Benchmarking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cost Benefit Analysis, including DCF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Risk Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FMEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Life Cycle Costing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cost modelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Design for Manufacture and Assembly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Design of experiments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Simultaneous Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Design to Cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Creativity techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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 VM?

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

B5. Please indicate the broad business sectors in which your VM 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. VM 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 Study-based Approach/VA/VE work 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 PVM qualification requirements.

LEARNING AND SCHOLARSHIP

Your preparation for PVM requires more than course attendance. You should have studied general Value Management (VM) and specific VM 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 Board (CB) 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, Users and other Stakeholders through effective listening. Applicants should use Function 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, User 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.

Please provide any other information relevant to this application.