



Australian Institute of  
**Project Management**

## AIPM RegPM Certification Program, Assessor Appointment

### Expression of Interest

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**DOCUMENT:** REQUEST FOR TENDER (EOI)

**DESCRIPTION** Australian Institute of Project Management (AIPM) invites applicants to submit a proposal for entry into the AIPM Competency Assessor Network. Members of the network conduct competency assessments on the AIPM suite of competency standards within the RegPM Program. All assessors are engaged as sub- contractors.

AIPM requires that your submission clearly outline your ability to assess against the RegPM Levels (Standards) owned and offered by AIPM.

**COMPANY  
OVERVIEW**

With approximately 10,000 Members, AIPM is the peak body for Project Management in Australia.

Since 1976, AIPM has been synonymous with pioneering competency based project management across Australian industry and championing the profession at local, national and international levels.

Our vision is to be regarded as a world authority on project management practices and competency, and to provide high quality and relevant services to our members and partners.

Our mission is to foster the professional application of Project Management skills and techniques and through its professional membership base and partners, be the preferred supplier in which to deliver exceptional sustainable and business outcomes.

The Australian Institute of Project Management has a strong commitment to diversity and seeks to promote an inclusive culture where people are encouraged to succeed to the best of their ability. With this we encourage diversity in the applicants for our Assessor Network.

AIPM developed the world's first competency-based standards and certification system in project management, which has operated since 1992.

## DELIVERY OVERVIEW

Purpose	AIPM is introducing new opportunities and markets and is therefore looking to expand its current assessor network.
Summary of requirements	To assess, under the RegPM program, consistently and sustainably to benefit members, the assessor and AIPM.
Evaluation approach	Candidates will be shortlisted based on adherence to the selection criteria. The new assessors will be selected by a subcommittee consisting of: <ul style="list-style-type: none"><li>• Representative of the AIPM Professional Advancement Committee.</li><li>• Representative of AIPM Governance Council.</li><li>• One external senior project management expert practitioner.</li><li>• The AIPM Deputy CEO.</li><li>• The AIPM National Manager of Certification</li></ul>

## DELIVERY REQUIREMENTS

Requirements

**The assessor will be expected to address the following criteria. Submissions that do NOT address the criteria will NOT be considered:**

Shortlist based on strict adherence to selection criteria:

### Criteria

- A current financial member of AIPM at member level or higher
- Hold a current RegPM certification at CPPE, CPPD, CPSPM or CPPM level (You will only be approved to assess to the same or lower level of your certification)
- Hold a formal qualification in Project Management at a minimum Diploma level
- Have a minimum of 8 years' experience as a practitioner in project, program or portfolio management
- Hold a TAE40116 – Certificate IV Training and Assessment, or a higher qualification in adult learning and assessment
- Have at least 5 years' experience in VET and/or Higher Education assessment
- A thorough working knowledge of the AIPM Competency Standards
- Understanding of adult learning principles

- Only individuals can apply; companies/organisations are not eligible as a corporate entity
- You MUST operate within AIPM's quality frameworks in all your business dealings with AIPM

You are required to submit a current CV and 1-page biography outlining your experience in project/program/portfolio management and pm related experience including industries worked in and/or consulted to.

## MATERIAL

### Materials

AIPM will provide the following materials and services to successful assessors:

- Assessor Record Book (for each standard)
- Assessment report template
- AIPM Competency Standards
- AIPM Assessor agreement (clearly outlines code of conduct, assessor professional development requirement and expected levels of contribution to AIPM and the Project Management Professional as a whole)
- Assessor guidelines (includes):
  - Assessment planning
  - Conducting assessment
  - Evidence requirements
  - Report
  - Outcome of assessment
- Assessor briefing quarterly (face to face meeting at National Conference)
- Training and Professional Opportunities, including AIPM CPD program and assessor workshops.
- Regular marketing of the RegPM program to our 10,000 members and our 7,000 supporters and stakeholders list.
- Assessor online forum

## DELIVERY TIMETABLE

EOI Close (Close of business)  
AIPM notification of outcome  
National Conference - Assessor Workshop October each year

## APPLICANT PROFILE

### CAPABILITY

Applicants must address the following detailed capability requirements:

<b>Capability</b>	<b>Description</b>
Method of working	How will assessor conduct and manage the work, such as by adhering to industry or quality standards?
Experience	Level of experience in doing similar work must be demonstrated.
Evidence of capability	A description of similar products or services provided to other clients must be evident.
Marketing	What steps and actions will be taken to market AIPM certification within the first 12 months of your appointment?
Relevant skills	Please outline how you meet each of the requirements specified in the 'Delivery Requirements' on page 3.
Applicant information	Please supply profile and work history.
Professional standing	The names of professional or industry organisations to which the applicant belongs.
References	Please provide two Professional references for work undertaken as an assessor.
AIPM annual Assessor Licencing fee	Successful assessors are required to pay an annual Assessor Licencing fee \$1,068.18 + gst.  You will be invoiced pro rata until 31 March 2020 at which stage a full annual fee will be invoiced.  You will be invoiced for this amount prior to your commencement of assessment services.  An AIPM Registered Assessor logo and marketing collateral will be issued for use by the Assessor once payment of the Licencing fee is received

## TERMS AND CONDITIONS

Copyright and confidentiality and compliance	The applicant must agree to abide by policies regarding confidentiality, copyrights, and/or trademarks supplied by AIPM.
Terms and Conditions	Applicants will be issued with the AIPM terms and conditions by way of copy of the Assessor Service Agreement. An individualised contract will be issued to successful applicants and this needs to be signed prior to commencement of assessment services.
Insurance Requirements	<p>The Assessor or the Assessor's company must hold and keep current the following insurances:</p> <ul style="list-style-type: none"><li>• Public Liability Insurance</li><li>• Professional Indemnity Insurance</li><li>• Any other insurances required by law</li></ul> <p>The amount of cover is specified in Schedule I of the Assessor Service Agreement.</p>
Appointment Period	The initial appointment to AIPM assessor community is for a period of 12 months. During this time, you will be required to report on assigned certifications quarterly to the National Manager of Certification.
Assessor Agreement & Code of Conduct	You are required to maintain adherence to this agreement at all times.
AIPM RegPM Assessor Guidelines	You are required to maintain adherence to the Assessor Guidelines at all times.
Representing the "AIPM" Brand	While conducting RegPM assessment you are required to be an ambassador of the AIPM, while adhering to the AIPM code of ethics and professional conduct.
Contribution to AIPM and the Project Management Community	You will be expected to make regular (but reasonable) contribution to both these causes i.e. attending AIPM events, national conference etc.
Assessor Payments	A fixed honorarium will be payable to the Assessor per candidate and level for each assessment completed. A copy of the current fees at the time of this EOI are in Schedule E of the Assessor Service Agreement.

## SUBMISSION

### Format and components

Applicants must apply in writing (unbound submission only) addressing the required criteria. Suggested components as follows:

- Cover letter - not to exceed one page
- Title page
- Proposal - not to exceed 10 pages, where possible
- Summary page, and
- Attachments, as appropriate

### Submission Date

#### Contact Person

Submission Details

Lindy Chapman

National Manager Certification

#### Contact Details

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