

RECRUITMENT FIRM'S GUIDE TO ENDORSEMENT

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Australian Institute of Project Management

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Introduction

This information is provided for any recruitment provider who would like to be endorsed by AIPM.

In pursuing the recruitment agency endorsement, it means that you are able to show that you are actively encouraging:

- ➔ Job Seekers to pursue the AIPM RegPM certification so that they are recognised as a Project Management Professional
- ➔ Recruiting organisations to seek Project Management professionals who hold a RegPM certification.

In order for you to proceed further, it would be helpful for you to review the following material. Once you have done this and you have made an application for endorsement on our website, then AIPM will contact you to discuss completion of the process.

How long does endorsement last?

Endorsement of the provider lasts for a period of three years, upon which you will need to re-apply. After the three years providers must reapply for endorsement.

Why would you want to be endorsed?

- ➔ Ability to submit employment vacancy notices to the niche group who access our resources.
- ➔ AIPM's website attracts between 12000 and 15000 unique visitors a month – these are primarily Australian Nationals with a specific interest in Project Management.
- ➔ Vacancy ads are promoted to the membership by internal communications.
- ➔ Access to preferential advertising in AIPM's bimonthly magazine 'The Project Manager'.
- ➔ Invitations to attend and contribute to industry networking events.
- ➔ The right to identify your organisation as an AIPM Endorsed Recruiter, use the AIPM logo and to be listed as an Endorsed Providers on www.aipm.com.au.
- ➔ AIPM is the largest project management community in Australasia incorporating over 8,500 individual members, corporate members, industry groups and communities of practice.
- ➔ AIPM's role is to improve knowledge and skills and to recognise competence of project team members, project managers and project directors all of whom play a key role in the achievement of business objectives, not just project objectives.
- ➔ AIPM also aims to ensure that those involved at other levels in an organisation and the community understands the key role of Project Management in today's society.

- ➔ AIPM provides Members with an affiliation with an industry body for their profession. This affiliation is of particular benefit to recruitment agencies.
- ➔ Our RegPM Certification program is highly sought after. It adds credibility and reduces candidate quality risk when applying for Project Management positions.

What are our goals?

AIPM's goals are

- ➔ To align training to a professional recognition body.
- ➔ To increase the awareness of Project Management as a profession.
- ➔ To progress the globalisation of Project Management.
- ➔ To recognise excellence in Project Management.
- ➔ To promote competency-based assessment for those working in Project Management.
- ➔ To grow our membership.
- ➔ To promote AIPM as the largest project management community in Australasia.
- ➔ To promote training providers who provide PMBoK standards with competency assessment, recognition.

As an AIPM endorsed Recruiter, it means that members as well as other interested parties who access AIPM's website or contact the Institute will be referred to your information as a provider of competent Project Management staff.

Our objectives

AIPM's objectives are:

- ➔ To provide, as a valued service to members, reliable direction in Project Management services in each State & Territory.
- ➔ To assist members and others to make an informed choice when seeking personnel.
- ➔ To support the development of professional standards for Project Management in line with the AIPM competency and recognition framework.
- ➔ To encourage service providers to embrace recognised best practice in Project Management by providing individuals certified against the RegPM.

Scope

AIPM will endorse those Recruitment Agencies who demonstrate practical support for the AIPM's National Competency Standards and RegPM program of certification.

RegPM

Members of AIPM have access to the RegPM certification program. This is a competency based, workplace assessment program that provides professional recognition for demonstration of skills and knowledge.

Recruitment Agencies who are endorsed are able to assist Project Managers and organisations to understand the RegPM process

Please ask for or refer the Project Manager or organisation to the AIPM website for information regarding our RegPM process.

How do you become endorsed?

Instructions for completing and submitting an application:

Step A) Application

Complete the online application form at:

http://www.aipm.com.au/html/recruitment_endorsement_application_form.cfm

Please answer all questions as completely as possible. Gaps in information may delay the application process.

Pay the Application Fee (566.50 includes GST) either by credit card over the secure website, or send a cheque to the address on the next page. An invoice can be arranged if necessary, however please be aware that this may delay the process.

You will be contacted by the AIPM to confirm what you need to do and have a general conversation about the endorsement of your firm.

If you require a Confidentiality Agreement to be signed before previewing any documents, this must be forwarded by the organisation at this stage.

Step B) Collection of information and evidence

Collect and collate documentary evidence needed by AIPM as listed below.

Evidence will include:

- ➔ Company profile (as in application form)
- ➔ Written policies,
- ➔ Recruiting practices, (as specified in the application form).
- ➔ Job advertisements (will be one form of evidence of the endorsed firms' continuing commitment to such policies and practices.)

Firms must provide evidence that when recruiting individuals for project management related positions; the firm clearly understands and differentiates between certification (competency v knowledge), qualifications and experience. A focus on competence is preferred by the AIPM. That is, a focus on candidates who have proven themselves competent through RegPM certification at a relevant level, either:

- Project Team Members – Certified Practising Project Practitioner (CPPP)
- Project Manager – Certified Practising Project Manager - (CPPM)
- Project Director/Program Manager – Certified Practising Project Director (CPPD)

The Register of Project Managers, that is the list of individuals who have been certified at one of the above three levels, is maintained on the AIPM website at:

<http://www.aipm.com.au/html/register.cfm>.

Step C) Submission of materials to AIPM

Package and forward all materials to the address below:

Recruitment Firm Endorsement
Australian Institute of Project Management
Level 9
139 Macquarie Street
Sydney NSW 2000

Review of the material will be done by the Certification and Assessment Manager in consultation with the endorsements committee. Any questions regarding the application will be directed to the contact officer nominated by the applicant. Applications are normally processed within 30 working days of receipt of the application at AIPM.

Annual Endorsement Fee is \$1,131.90 (inc. GST).