

Job Advert – Qualification Panel: assessment experts

Freelance – Home Based

Approximately 6 days per year

Association for Project Management (APM)

We're Association for Project Management (APM). We're a professional membership organisation that sets the standards for the project profession. As a registered charity, we reinvest our surplus for the benefit of our members and the profession. We deliver education and develop qualifications. We conduct research and provide knowledge and resources. We run events and share best practice. We give people the opportunity to connect and provide community for our individual members and corporate partners, wherever they are. Above all, when doing so makes a difference, we challenge the status quo.

A fantastic opportunity has arisen for two assessment experts to become members of the Qualification Panel for the APM Project Management Qualification (PMQ). The purpose of the Qualification Panel is to provide subject matter advice and expertise in assessment and project management in order to create and maintain the APM Project Management Qualification (PMQ) at the appropriate quality standard and overall ensuring that the qualification remains fit for purpose over time.

We'd like to hear from suitably qualified and experienced assessment experts who are interested in getting involved in this area of work.

Qualifications, skills and experience

We are looking for people with:

- proven experience of a range of different assessment methodologies (preferably in the last five years).
- a first degree level qualification, or equivalent, in an assessment- or education-related discipline.

Ideally, we would also like you to:

- hold formal recognition of your assessment expertise

You do not need to have project management experience to be a member of the Qualification Panel, but this would be an advantage.

Please note that you cannot be a member of the Qualification Panel if:

- you are affiliated with any APM Accredited Training Providers;
- you are currently involved in the development or delivery of project management qualifications for another awarding organisation; or
- if you are employed by an awarding organisation which delivers project management qualifications.

Time commitment

We are offering panel membership for 2 years in the first instance, with the possibility of extending up to a maximum of 4 years.

Panel members will be expected to:

- attend 2-hour quarterly meetings, which will take place via Microsoft Teams
- complete additional activities, which may take up to 2 days per quarter. These will be completed remotely, and timing can be flexible to fit around other commitments.

Fees

This is a paid role, fees are TBC.

Applying

If you are interested in this opportunity and feel you have the necessary attributes, skills and expertise we're looking for, please send your CV and a covering letter detailing how you meet the role requirements to e-mail: pmq@apm.org.uk

Closing date: 8 January at 9am

Selection and contracting: 10 January

Training dates:

- Tuesday 16 January 2024 – 12:00-13:00pm - Welcome and APM briefing
- Thursday 25 January 2024 – 16:00-18:00 - (TBC) - Overview of item writing - Cambridge Assessment
- w/c 5 February 2024 - APM to assign remote review of items (approx 4hrs)
- w/c 12 February 2024 - APM to assign remote review of items (approx 4hrs)
- Monday 19 February 2024 – 16:00-19:00 – Panel meeting for review and sign off

APM will then share scheduled panel meetings for the calendar year post March 2024 as well as any other diary hold dates in conjunction with full panel availability.

We reserve the right to close the vacancy once we have received sufficient applications, so please be advised to submit your application as early as possible