Endorsed course program guide to endorsement

Document control

Document information

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18	June 2020	AIPM Annual Pricing Review

Proposals for amendment

Proposals for amendments or additions to this document should be sent to the Product Delivery Manager.

Australian Institute of Project Management

Level 23, 100 Miller Street North Sydney NSW 2060 Ph: 02 8288 8700

courses@aipm.com.au

Table contents

The value of AIPM course endorsement

The Australian Institute of Project Management (AIPM) has been Australia's peak body for project management for over 40 years. With close to 8000 project leaders in the membership base, the Australian Institute of Project Management has a significant sphere of influence in all sectors and drives the professional development of project leaders in Australia.

Training Providers who successfully apply for course endorsement enjoy the reputational value of being associated with the leading professional project management association in Australia.
Courses are listed on the AIPM website and exposed to not only to the entire membership base, but also to anyone with an interest in Project Management.

The purpose of course endorsement is to distinguish project management courses and training providers who meet industry standard and expectation in project management, whereby the project management profession is being enhanced. The course endorsement will allow training providers to receive access to knowledge and experience of the independent project management industry experts, which will contribute to ongoing professional relevance.

AIPM course endorsement will help training providers to promote their project management courses by providing them with a recognizable AIPM logo and adding endorsed courses on the AIPM Endorsed Course Register.

Course endorsement will enhance credibility of the individual courses and will indicate appropriate project management course to students who are choosing a project management career. Students of endorsed Vocational Education and Training (VET) qualifications, Higher Education programs listed on the AIPM Endorsed Course Register and other AIPM approved courses and certifications are eligible to apply for AIPM's RegPM Certification at "Certified Practicing Project Practitioner" (CPPP) level via automatic recognition when applying for AIPM Membership.

What are the benefits for students?

Students who are either part or full-time students of an endorsed VET or Higher Education course can join AIPM as a Student Member giving them membership of an industry body of their profession and benefits which include:

- Access to project management resources including industry research, webinars and LinkedIn group
- Subscription to e-newsletter
- Access to ProNexus, a personalised project management jobs and graduate marketplace
- AIPM Member Advantage Program offers benefits and savings for members
- Access to AIPM Mentoring Program
- Invitations to exclusive member-only events
- Members pricing for AIPM National Conference and chapter events

A student is eligible to have their membership upgraded to full Membership as soon as they receive a formal qualification. When upgrading from Student Member to Member status students will only need to pay the difference in membership fees between their student level and the one they are applying for.

As recognition of the rigorous process of course endorsement under AIPM's Endorsed Course Program, a student who has completed an endorsed VET or Higher Education qualification course or an approved project management module /subject and applies for Associate Membership is eligible to apply for AIPM's RegPM Certification Program at Certified Practicing Project Practitioner level (CPPP) via automatic recognition.

Registered Project Manager (RegPM)

RegPM is AIPM's national certification program. When a member is RegPM certified, they are entitled to use AIPM post nominals (CPPP, CPPM, CPSPM, CPPD, CPPE or CPPS) after their title and are acknowledged for their status on the AIPM website as a Registered Project Manager. RegPM certification is highly regarding in industry, displays credibility and can help display a member's ongoing commitment to professional development.

Under AIPM's Endorsed Course Program, a student who has completed an endorsed VET or Higher Education qualification course or a project management module /subject approved for RPL and listed on the AIPM Endorsed Course Register can be granted CPPP on application for Associate Membership. Once the applicant's membership has been approved, they must pay a non- refundable CPPP RPL fee, complete the application form (available to download from AIPM website) and email it with a scanned copy of their certificate to regpm@aipm.com.au . The CPPP assessment fee and competency assessment will be waived.

If a member elects to upgrade to CPPM later, they must undertake the normal process of RegPM Certification by completing a new assessment with an AIPM RegPM Assessor.

What will AIPM endorse?

AIPM will endorse courses that consistently demonstrate outcomes aligned to a relevant Project Management methodology and reflecting industry standards and current best practice. These courses must show a commitment to professional development and elevation of industry practices.

Courses covered by this endorsement guide are:

- Vocational Education and Training (VET) qualifications derived from the BSB - Training Package (Release 2.0 or its successor);
- Higher Education programs leading to a Project Management qualification or individual project management subjects / modules / units; and
- Short Courses (non-accredited) aligned to the Project Management Body of Knowledge (PMBOK® Guide), PRINCE2®, or equivalent alternative methodology and/or the Australian National Competency Standards for the Project Management Framework.

Who will AIPM endorse?

AIPM does not endorse Training Providers. AIPM Course Endorsement only applies to the courses being delivered.

AIPM will only endorse VET courses delivered by:

1. Registered Training Organisations (RTOs) registered by the national regulator: The Australian Skills Quality Authority (ASQA), or its jurisdictional counterparts the Victorian Registration and Quality Authority (VRQA), or the Training Accreditation Council in Western Australia (TAC), and/ or its successors.
2. Non-Registered Training Providers provided that they are able to meet AIPM endorsement criteria for VET courses as specified in the Training Provider Checklist and submit a signed confirmation letter from the RTO issuing the qualifications and statements of attainment (letter template is provided in Section 4 of Application for Course Endorsement) confirming the following:
   - The RTO has a written agreement with the Non-Registered Training Provider (as required by Clause 2.3 of the Standards for RTOs 2015);
   - Prior to enrolment or commencement, the RTO informs learners about any third parties who are involved in the training, assessment and/or related services. Learners must also be provided with the contact details of the third party (Clause 5.2 of the Standards for RTOs 2015);
   - The RTO is operating in compliance with all relevant laws and regulations and is not currently subject to any dispute, investigation, legal action or other matter that may impact the reputation of the RTO, applicant or AIPM;
   - The RTO will cooperate with AIPM in providing evidence of course quality such as student satisfaction throughout the period of endorsement;
   - The RTO is aware of the Non-Registered Training Provider's application for the course endorsement and will cooperate with AIPM in responding to requests for additional information reasonably necessary for the Endorsed Course Auditor or AIPM to be assured that the course is of a suitably high standard for AIPM endorsement;
   - The RTO agrees to have its name published on the list of AIPM Endorsed Courses on the AIPM website as the RTO issuing the qualification for the Non-Registered Training Provider if the course application is successful.

Once a Training Provider has a course endorsed by AIPM they are referred to as a Provider of an endorsed course or Provider of endorsed courses.

How long does endorsement last?

Course endorsement lasts for three (3) years provided that the course remains current. When endorsement expires the provider of an endorsed course will need to re-apply for endorsement and pay the Endorsement fee to commence the re-endorsement process.

Should a provider of an endorsed course elect not to re-endorse or fail to pay the annual fee, the endorsed course(s) will be removed from the AIPM website and permission to use the AIPM logo on course materials rescinded.

Students who apply for Associate Membership and RegPM at the same time are not eligible for CPPP if the course is not listed on AIPM's wesite or is not on the list of AIPM courses approved.

Endorsement process

Prior to the commencement of the endorsement or re-endorsement process, all applicants should familiarise themselves with the endorsement process through the AIPM website.

Training Providers should contact AIPM on 02 8288 8700 or email at courses@aipm.com.au to make an initial enquiry and, if the decision is made to go ahead, AIPM will forward an Application for Course Endorsement form, Guide to Endorsement and Course Criteria Checklist/s to the Training Provider.

The application process is conducted as follows:

STEP 1. Application

The Training Provider completes and returns the Application for Course Endorsement, which includes information for each course to be endorsed (if more than one). The application shall include all necessary provider and course details. Applicants confirm that they agree to abide by the conditions and obligations of the AIPM endorsement process, including, but not limited to course endorsement fees and AIPM's Guide to Course Endorsement.

Providers may forward their Confidentiality Agreement to AIPM with their Application for Course Endorsement. The AIPM will review application and will inform the training provider about its decision to accept or reject the application for entry by the applicant into the endorsement process. Applications should be sent to courses@aipm.com.au

STEP 2. Payment of Endorsement Fee

Upon the registration of the application AIPM will raise an invoice for Endorsement fee. Please refer to AIPM Fee Schedule for fees.

STEP 3. Course Materials Submission

Once endorsement fee payment is received, AIPM will provide the Training Provider with a link to a secure Dropbox folder. The Training Provider is to upload course materials and other relevant artefacts including a completed Training Provider Checklist/s to this folder.

STEP 4. Course Materials Review

Upon the receipt of the completed Training Provider Checklist and confirmation that all the materials have been uploaded AIPM will close the Dropbox folder for the Provider's editing and will send the link to Endorsed Course Auditor (ECA). When appointing an Endorsed Course Auditor AIPM will make every effort to ensure that no conflict of interest exists. The review usually takes around two weeks provided that the course materials package is complete.

STEP 5. Review Outcome

Upon completion of the course review the ECA will make recommendations to AIPM for endorsement or request additional information. AIPM will send the Training Provider a copy of the ECA report.

STEP 6. Payment of Annual Fee

Successful applicants will be advised in writing and issued with an invoice for the annual fee for each course endorsed. Please refer to AIPM Fee Schedule for fees.

STEP 7. Finalising Course Endorsement

When AIPM receives payment for the annual fee, the course will be added to the Endorsed Course Register on AIPM website. The Certificate of Endorsement for each endorsed course will be issued and mailed to the Provider of endorsed courses. At the same time, a digital copy of the AIPM course endorsement logos will be provided.

AIPM will endeavour to complete the application for course endorsement process within thirty (30) working days. This time period may vary depending on the amount of material to be assessed and the completeness of the course materials package submitted.

Confidentiality

At all times, the training material will remain the IP of the training provider. If a Training Provider requires a Confidentiality Agreement to be signed prior to AIPM reviewing its course materials, it should be forwarded to AIPM by email when the Application is submitted.

All Endorsed Course Auditors are required to sign a Confidentiality Agreement as part of Endorsed Course Auditor Contract to gain access to confidential course information.

Changes to course

During the three-year period of endorsement, it is expected that no changes will be made to the course content or assessment strategy. If a new version of the course is commenced during the endorsement period, or there are significant changes to the course content, assessment process or structure, the provider of an endorsed course may need to re-apply for endorsement.

Providers of endorsed courses are required to notify AIPM of any significant changes to their course that include but are not limited to course content, structure, web links, course contact person, or change of RTO through Change Notification Form, which they receive from AIPM on the course anniversary date every year or upon request.

If the changes impact the quality or objectives of the course and involve amendments to the documentation mentioned on the Training Provider Checklist, Overall Qualification section AIPM may request that the course be re-submitted for endorsement. In this case, the Endorsement fee will apply.

Where can I use the AIPM endorsed course logo?

Training Providers who successfully apply for course endorsement are issued with a Certificate of Endorsement for each individual endorsed course and are entitled to use the AIPM endorsed course logo in advertising material and courseware.

The endorsed course logo can be added to the endorsed course materials as well as the web page that provides the information for the successfully endorsed course. It can also be added to the Training Providers website "home" page provided that it appears with the names of the courses that are endorsed listed with the logo.

It must be clear to visitors that it is the courses that are endorsed by AIPM – not the Training Provider.

Should a Provider of an endorsed course elect not to re-endorse or fail to pay the annual fee, the endorsed course(s) will be removed from the AIPM website and permission to use the AIPM logo on course materials rescinded.

Continued use of Endorsed Course logo or stating that the course is endorsed by AIPM after the expiry date will make the training provider subject to legal action by AIPM.

Terms and conditions of logo use:

Providers of Endorsed Courses (the 'Provider') that have courses endorsed by AIPM from 01 March 2014 are entitled to use the AIPM Endorsed Course logo (the 'logo') throughout the period of their course endorsement.

The logo may be used in printed marketing materials, course certificates, course web pages and on advertisements placed in any form of media, subject to the design specifications in this document.

The following terms and conditions apply:

- Providers may only use the logo in conjunction with the name of the course/s endorsed by AIPM. It must not be placed in the vicinity of any other course name or in a general position where its placement may lead to the assumption that the logo applies to another course or courses not endorsed by AIPM.
- The logo may only be used to brand the name of an endorsed course, not an individual Unit of Competency or module of an endorsed course.
- Only Providers that have a course endorsed are permitted to use the logo. It must not be

transferred to, or used, by another party.

- Should the endorsed course be cancelled or suspended due to non-payment of the annual endorsement fee or any other reason, the Provider is no longer entitled to use the logo for that course and must withdraw any publicly available promotional or other materials displaying the logo.
- Course Endorsement does not constitute a recommendation or support by AIPM of the Provider or any of its products or services other than the specified course endorsed by AIPM. Any promotion of the endorsement and/or logo should not imply or state otherwise.
- The Provider acknowledges that the endorsed course logo is the property of the Australian Institute of Project Management (AIPM) and that AIPM may enforce its rights accordingly
- The Provider agrees that should there be any updates to the logo as issued by AIPM, the provider will make the necessary changes within one month on digital assets and one year on print assets.
- The Provider agrees that AIPM may, at its discretion change the terms of these conditions from time to time by notice in writing.
- The logo on your course webpage should be linked to our website: www.aipm.com.au or www.aipm.com.au/about-us
- Any content about AIPM on your website or marketing materials needs to be approved by AIPM, unless using the standard content as outlined in this kit.

How are courses reviewed?

Courses are reviewed by AIPM Endorsed Course Auditor (ECA). ECA reviews the application together with the course materials and either recommends or declines to recommend the course for endorsement.

AIPM must receive ECA recommendation before it makes the final decision to endorse the course. Endorsement recommendations are made as follows:

- If ECA recommends the course for endorsement AIPM will notify the Training Provider that their application is successful.
- If ECA requests further information evidence or re-submission – AIPM will impose a condition.
- If ECA declines to recommend the course AIPM will advise the Training Provider that their application is unsuccessful

In some instances, if the course endorsement is declined the AIPM may offer the training provider to send the course for Re-assessment at an additional cost. Re-assessment may be offered when the material presented requires revision in many respects. To conduct a second review, a second independent auditor will be appointed by the AIPM upon the submission by the provider of the requested additional materials.

If a Training Provider is not happy with the decision made by the ECA they may re-submit their course for endorsement later after taking into account the recommendations made by the ECA. In this case the application will be treated as a new application and the Endorsement fee will apply. Training Providers who re-submit their courses must also clearly document the changes that have been made from the previous submission.

How do I know if my course fulfils AIPM criteria?

AIPM recognises that not all courses, particularly short professional development courses, will fit into a selected set of criteria. However, as a guide, AIPM has developed an endorsement criterion for Short Courses, VET Courses and Higher Education courses or modules to articulate the submission requirements and industry standards reflective of the project management profession.

1. **Short Courses (non-accredited)**

Training Providers must demonstrate that:

- The aims of the course and relationship to Project Management are clearly defined.
- The marketing materials are accurate, ethical and clear.
- Learning outcomes are clear and related to Project Management.
- Specific elements of the PMBOK® Guide (or relevant alternative standard) covered by this course are clearly identified.
- Participant guide is written in a clear and easy to read format (from a user perspective), so that the student may refer to this if they are unable to participate in part of the course for any reason.

2. VET Courses

Training Providers must demonstrate that:

- All components of the training package / VET accredited course are addressed when planning assessment and designing assessment tools for VET courses.
- The aims of the course and relationship to Project Management are clearly defined.
- The marketing materials are ethical, accurate, clear, and accessible to learners.
- Facilitators and Assessors hold current project management qualifications and industry experience.
- Facilitators and Assessors hold the required qualifications and experience in training and assessment.
- Learning resources and facilities are sufficient and accessible and enable learners to meet the requirements of each unit of competency.
- Assessment complies with the assessment requirements of the relevant training package/ VET accredited course and satisfies the principles of assessment (be fair, flexible, valid, and reliable).

3. Higher Education

Training Providers must demonstrate that:

- The aims of the course or module/subject and relationship to Project Management are clearly defined.
- The relationships between the AQF level(s), nesting arrangements, overall course structure, entry requirements, exit pathways, etc. are clearly identified.
- Coverage of the relevant section(s) of the PMBOK® Guide (or equivalent alternative methodology) across the course units is clearly identified in a matrix or mapping document.
- Lecture materials are written in a clear and easy to read format (from a user perspective), so that the student may refer to this if they are unable to participate in part of the course for any reason.
- Assessment procedures and how they relate to the learning outcomes should be clearly referenced through the material.

What are the requirements for trainers and facilitators?

Trainers and facilitators of endorsed courses are expected to have a high level of professional project management experience and relevant qualifications. As a minimum, trainers and facilitators of VET courses must have the necessary training and assessment competencies as determined by the National Skills Standards Council (NSSC) in July 2013. Higher education providers need to demonstrate how they meet TEQSA requirements.

- **Short Course Facilitators**

  Facilitators are required to hold either:

  a) Formal project management qualifications at a 'higher education' level (<10 years old), or
  b) Current AIPM RegPM (or equivalent) certification at CPPM level or higher.

- **VET Course Trainers and Assessors**

  Facilitators and assessors are required to hold at least:

  a) Current project management qualification at least to the level being delivered and assessed;
  b) The required qualifications and experience in training and assessment;
  c) Industry experience in project management. Please specify if facilitators / assessors hold AIPM RegPM (or equivalent) certification.

- **Higher Education Course Manager/Director**

  Course Managers/Directors are required to hold either:

  a) Current project management qualifications at a 'higher education' level (<10 years old), or
  b) Current RegPM (or equivalent) certification to CPPM level or higher, or
  c) Project management research portfolio > 5 papers with the most recent published within the last 5 years.

- **Higher Education Course Facilitators**

  Unit Coordinators/Facilitators/Lecturers are required to hold either:

  a) Current project management qualifications at a 'higher education' level (<10 years old), or
  b) Current RegPM (or equivalent) certification to CPPM level or higher, or
  c) Project management research portfolio > 5 papers with the most recent published within the last 5 years (optional).

What course materials do I need to submit?

1. **Short Course (non-accredited)**
   - Course brochure / outline
   - Sample of PowerPoint slides
   - Student Workbook
   - Session plan/s
   - Details of delivery methodology
   - Bio of facilitator/s

2. **VET Courses**

   General:
   - Marketing Material
   - Training and assessment strategy
   - Bio of facilitator/s
   - Copy of Certificate or Award issued to students

   For each unit* within the qualifications listed below:

   - Participant Guide and training materials
   - Assessment materials
   - Marking guides / model answers

a) **BSB40920 Certificate IV in Project Management Practice Core Units**

Training and assessment materials for all Core Units:

BSBPMG409 Apply project scope management techniques
BSBPMG410 Apply project time management techniques
BSBPMG411 Apply project quality management techniques

6 elective units from Group A or B (at least 3 units must be from Group A)

Group A
BSBPMG412 Apply project cost management techniques
BSBPMG413 Apply project human resources management approaches
BSBPMG414 Apply project information management and communications techniques BSBPMG415 Apply project risk management techniques
BSBPMG416 Apply project procurement procedures BSBPMG417 Apply project life cycle management processes BSBPMG418 Apply project stakeholder engagement techniques

Group B
BSBADM405 Organise meetings
BSBCUE405 Survey stakeholders to gather and record information
BSBLEG415 Apply the principles of contract law

BSBWHS401 Implement and monitor WHS policies, procedures and

programs to meet legislative requirements

BSBXBD401 Capture and store big data BSBXBD402 Test big data samples BSBXBD403 Analyse big data

BSBXBD404 Use big data for operational decisionmaking BSBXBD405 Develop procedures for managing big data BSBXBD406 Present big data insights

BSBXBD407 Protect big data integrity

BSBXBD408 Implement and review procedures for managing big data BSBXCS401 Maintain security of digital services BSBXCS402 Promote workplace cyber security awareness and practices BSBXCS403 Contribute to cyber security threat assessments BSBXCS404 Contribute to cyber security incident responses

MSMENV472 Implement and monitor environmentally sustainable work practices PSPETH002 Uphold and support the values and principles of public service PSPGEN043 Apply government processes

PSPPCY004 Support policy implementation

TLIE4006 Collect, analyse and present workplace data and information

b) **BSB50820 Diploma of Project Management**

Core Units

Training and assessment materials for **all Core Units:**

BSBPMG511 Manage project scope BSBPMG512 Manage project time BSBPMG513 Manage project quality BSBPMG514 Manage project cost BSBPMG515 Manage project human resources

BSBPMG516 Manage project information and communication

BSBPMG517 Manage project risk

BSBPMG521 Manage project integration

Elective Units

Training and assessment materials for **4 elective units:**

BSBINM501 Manage an information or knowledge management system BSBINN502 Build and sustain an innovative work environment BSBMGT516 Facilitate continuous improvement

BSBPMG518 Manage project procurement BSBPMG519 Manage project stakeholder engagement BSBPMG520 Manage project procurement BSBSUS501 Develop workplace policy and procedures for sustainability BSBXBD501 Develop a big data strategy

BSBWHS516 Contribute to developing, implementing and maintaining an organisation's WHS management system

BSBWOR501 Manage personal work priorities and professional development BSBWOR502 Lead and manage team effectiveness ICTICT511 Match ICT needs with the strategic direction of the enterprise ICTICT515 Verify client business requirements

MSS015002 Develop strategies for more sustainable use of resources PSPETH003 Promote the values and ethos of public servic

c) **BSB61218 Advanced Diploma of Project Management (Release 1)**

Core Units

Training and assessment materials for **all Core Units**:
BSBPMG610 Enable program execution BSBPMG621 Facilitate
stakeholder engagement BSBPMG622 Implement program governance
BSBPMG623 Manage benefits

Elective Units
Training and assessment materials for **6 elective units:**
AHCBUS607 Implement a monitoring, evaluation and reporting program
BSBFIM601 Manage finances
BSBINN601 Lead and manage organisational change BSBLDR511
Develop and use emotional intelligence BSBMGT520 Plan and manage
the flexible workforce BSBPMG615 Manage program delivery
BSBPMG616 Manage program risk
BSBPMG617 Provide leadership for the program BSBPMG624 Engage in
collaborative alliances
ICTICT602 Develop contracts and manage contracted performance
ICTICT606 Develop communities of practice
PSPMGT006 Develop a business case

3. **Higher Education**
   - CV of Project Management Units' Lecturers
   - Course marketing material
   - Course Outline (this shows course structure, pre-requisites, assessments, program outline,
     lectures etc.)
   - Copies of lecture slides/notes/handouts for all Project Management units
   - Information on assessment of each Project Management unit
   - Marking guide for assessment of each Project Management unit
   - Copy of Award (certificate and transcript) issued to student

   a) Graduate Certificate in Project Management
   Learning and assessment materials for all Project Management units.

   b) Graduate Diploma in Project Management
   Learning and assessment materials for all Project Management units.

   c) Master of Project Management
   Learning and assessment materials for all Project Management units.

   d) Project Management Subject / Module
   Learning and assessment materials for all Project Management units.

How do I submit course materials?

Training Providers will be issued with a link to a dedicated secure Dropbox folder and are required to submit their course materials together with the completed Training Provider Checklist for each course electronically.

How much does course endorsement cost?

The total fee comprises:

1. an Endorsement fee; and
2. an Annual fee.

The Endorsement fee is applicable for each course to be endorsed and is paid prior to the assessment of materials.

The Annual fee is paid following completion of the endorsement review and prior to provision of the AIPM logo and uploading to the AIPM website. The Annual fee is payable either as a lump sum payment for 3 years or in 3 annual payments. The Annual fee may be changed each year at AIPM discretion.

Endorsed course program fee schedule per course

Course	Endorsement Fee (ex GST)	Annual Fee (ex. GST)	Total cost over 3 years (ex.GST)
Short	$714	$609	$2,541
VET	$1,868	$935	$4,673
Higher education	$1,868	$935	$4,673

Note: Endorsed Course fees will be reviewed annually and may be subject to increase at AIPM discretion.

Endorsement visits

AIPM reserves the right to visit Training Providers at a mutually agreed time and venue to consult with various key people including trainers and facilitators, senior staff and students of the course to ensure that the course outcomes are aligned with that of the proposed or current endorsed course(s). AIPM may on these occasions, discuss membership with students or distribute brochures.

Definitions

A **"Course"** is defined as:

- A short, non-accredited training program of up to four days duration that does not culminate in a recognised award or qualification;
- A series of units of competency that culminate in a Certificate IV, Diploma, or Advanced Diploma of Project Management; or
- A series of subjects or classes that culminate in a higher education qualification such as a Graduate Certificate or Masters in Project Management.

An "**Endorsed Course"** is defined as:

- A "course" as defined above that has successfully met the AIPM course endorsement criteria.

Note: A course can only be endorsed when the endorsement criteria have been demonstrated.

A **"Unit"** is defined as:

- An approved 'Unit of Competency' that leads to a VET qualification; or
- A subject or module of a course that leads to a higher education qualification.

Notes:
1. A unit of competency for a VET qualification cannot be endorsed in its own right.
2. AIPM will allow the endorsed project management unit /module/ subject to qualify an individual member to attain CPPP certification via RPL only if upon the completion of the AIPM review the Endorsed Course Auditor confirms that the unit/module meets the assessment requirements of BSB41515 Certificate IV in Project Management Practice.

"Endorsement Fee" is the:

- Non-refundable fee payable to AIPM by the course provider to undertake the assessment process.

"Annual fee" is the:

- Fee payable to AIPM on the anniversary of endorsement for the three-year period of endorsement

"Delivery information" of the course means:

- Where course is delivered i.e. in which state(s) of Australia – or online.

"Course Contact" means:

- Person with whom AIPM will liaise in relation to endorsement of course and post endorsement for three years duration of endorsement. In some cases, this may be the same as the Course Director. A Course Contact must be a financial Associate or Full member of AIPM.