

Der unabhängige, führende Fachverband im Projektmanagement

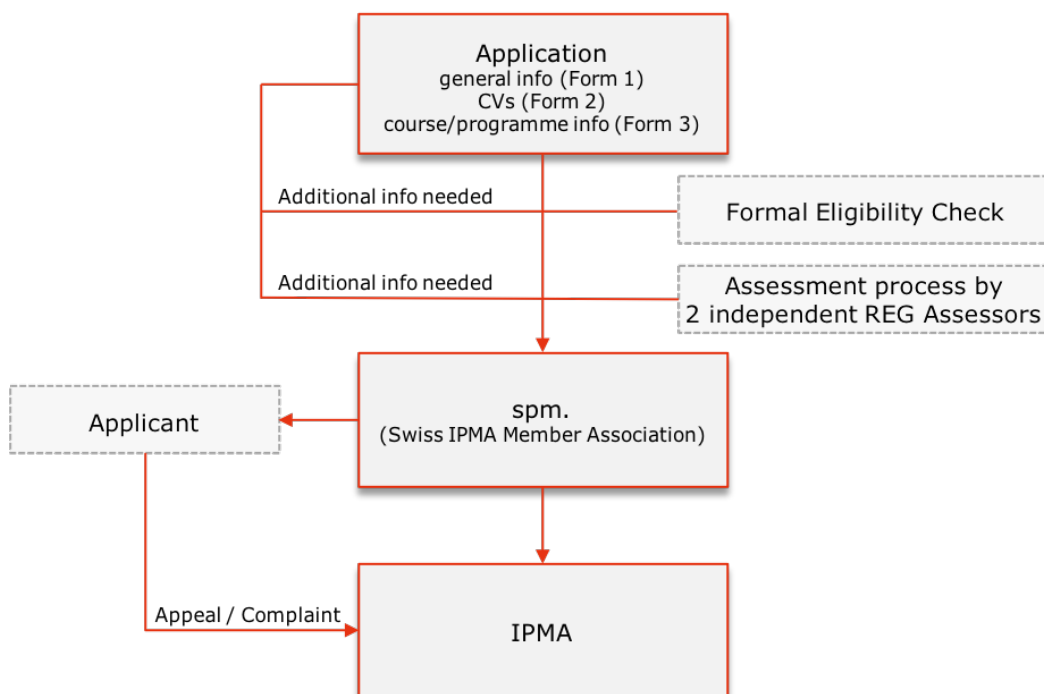
Guidelines for REG application

SWITZERLAND

IPMA REG is a global network of quality courses/programmes in Project Management and related fields. spm as IPMA REG partner has the right to assess the courses/programmes applied by the organisations and make decisions on their registration, which are then confirmed by the IPMA. Organisations can register training courses (less than 60 contact hrs)/programmes (more than 60 contact hours) (training providers) or education courses/programmes (educational institutions). These can be run on-site, face to face, or in the form of web trainings and distance learning. Also, there is an opportunity to register the IPMA preparation courses for the exams (IPMA level D, C, B or Agile).

Using Forms 1 (general info), 2 (CVs), and 3 (course/programme info) organisers apply education/training course/programme online to IPMA central office direct or with the forms from www.spm.ch to spm for REG. The process starts with the submission of forms and accompanying documents.

Initial REG application



IN FORM 1 general information about the organisation and course/programme being applied should be given. The applicant provides the following data:

Organiser's name

Legal name as stated in the official documents (Bylaws, Act of registration, etc.).

Organiser's address

The official address of the establishment (street, city, country). This address should match the address stated in the official registration documents and will be used for determining the respective MA to perform the registration.

Organiser's web address

Official website of the organisation applying for the course/programme.

Organiser's phone number and email address

Phone number and email address of the organisation applying the course/programme.

Person responsible for the course/programme

Name, surname, position and contact data (email and phone number) of the person who is accountable for the course/programme and will be the main communication point during the registration process and after.

Date of the application

Date when the application is submitted (this date will be used as a starting date of the registration process).

Title of the course/programme

- The title of the course/programme should be given taking into account several notices: The title should be in a language(s) of the proposed course/programme; the title can be informative (e.g. Project Stakeholder Management) or attractive to the market (e.g. Happy projects) and should not contain names of other institutions (UN, PMI, EU etc.).
- Special cases are the titles of preparatory courses, which must always include the level of the preparatory course (e.g. Preparation for IPMA Level D exam).

Type of the course/programme

Either Education or Training (depending on the type of organisation).

Short description

The description should not exceed 100 words.

Keywords

- Up to five keywords that illustrate the proposed course/programme.
- Keywords should be aligned with IPMA ICB4 terminology.

Web page of the course/programme

Every course/programme that strives to be IPMA registered needs to have a dedicated webpage. It will be used as a main link from the IPMA REG global webpage to inform the global audience about the registered course/programme. It should contain, but is not limited to, all the major information from this application form.

Language(s) available

Languages in which the proposed course/programme will be available for delivery if registered. It means that all the materials for the registration purpose and delivery should be available in all the stated languages. Consequently, REG director and REG assessors, in their roles, will check if the application was submitted in all of the proposed languages.

Total No. of contact hours

Number of direct contact hours that are needed for the delivery of the proposed course/programme. Direct contact hours are hours that participants/students need to spend in the room or to be personally present in the online environment.

Mode of delivery

Face-to-face environment (in the classroom), online environment, or a combined form (partially face-to-face environment and partially online).

Key expert

- Key expert is a professional trainer or professor working for the training provider or educational institution with a substantial experience in project management education and/or training.
- The role of the key expert in this process is to add value to the proposed course/programme (IPMA registers both the content and the key people behind the development and delivery).
- The key expert must have at least CCT level C (in the transition period key expert must meet CCT level C criteria – within 3 years

a min. of 6 months of experience with a min. of 500 total training hours) or working at an educational institution as a professor in the field of Project Management.

Self-assessment

- Self-assessment is performed by a highly experienced professional in project management education and/or training (it can be a person inside or outside the applicant's organisation).
- Self-assessor and key expert **cannot be the same person.**
- By signing the proposal, self-assessor verifies that proposed course/programme meets the criteria for IPMA registration and is of adequate quality for the international registration.
- **Courses that have never been conducted prior to the application cannot be registered.**
- Self-assessor is a person with at least CCT level B (in the transition period self-assessor must meet CCT level B criteria – within 5 years a min. of 3 years of experience with a min. of 1000 total training hours).

VIA FORM 3, organisations submit course/programme syllabus:

Expected learning outcomes of the course/programme

3-10 main learning outcomes should be defined.

require a minimum of 1 contact hour per competence element.

- Other competence elements, not covered by the ICB4, can be explained in this field.

Course/programme content

The applicant should state all the major topics covered by the course/programme.

Format of course/programme

The applicant chooses the format of applied course/programme, including but not limited to lectures, seminars, simulations and workshops.

Competence elements covered

- The applicant chooses all competence elements covered by the course/programme, keeping in mind that a minimum of 2 contact hour per competence element is obligatory.
- The exception is acceptable in the case of preparatory training courses for IPMA exams which include all competence elements and

Key literature and other materials used for the course/programme

Literature has to be recent (not older than 5 years) and relevant to the topics covered by the course/programme.

IPMA Profession Development Manager sends the received applications to the REG Directors of spm who check that the application is complete and appoint two REG Assessors to assess the application. Accepted courses/programmes get the right to use IPMA REG logo (with a unique registration number in the form MA-E/T-xxx), are promoted by the official IPMA channels and offered to everyone in search of quality courses/programmes.

In any phase of the process, the applicant can make an official complaint to IPMA central office for REG through a form on IPMA website. In case of rejection, the applicant can make a formal appeal to IPMA central office for REG through a form on IPMA website.

Signatures

The application is signed by the representative of the organisation, key expert and self-assessor.

The additional obligatory documents that need to be uploaded into the system in PDF form are:

1. Legal statement from an official authority (training provider) or Accreditation for Education institutions (education institution).

Professional CVs of the key Expert and self-assessor who conducted the verification of the course/programme proposed for the IPMA REG and signed the application should be given in **FORM 2**. CVs should clearly show adequate experience needed for the specific role as stated above.