

Application Pack for Membership of the IVMA

This is a combined application Pack and forms applying to three grades of membership: **Associate** for which there is no post-nominal, **Ordinary Member** and **Accredited Member**, both of which are entitled to use the post-nominal, MIVMA (Member of the Institute of Value Management Australia).

The Institute maintains a Code of Conduct. A copy of the Code of Conduct is appended to this Application Form.

Although all members of IVMA are expected to act, communicate and interact with other members and parties outside IVMA with whom they may deal in terms of IVMA and the quest for value for money and application of Value Management, only applicants for or holders of certain nominated categories of membership are required to sign an undertaking to abide by the Code of Conduct.

By signing the application form, the applicants for Accredited Membership categories agree to this Code of Conduct.

Instructions for Applicants – please read carefully

ALL APPLICATIONS must:

- Complete **Section 1, Contact details** and then the relevant **Application Form –Section 2, 3 or 4;**
- All applicants are to make the relevant annual payment with their lodgement of an application – this may be done on the telephone by contacting IVMA or by cheque in Australian Dollars payable to IVMA – *processing an application follows only if payment is received*
- If applying for **Ordinary** or **Accredited** membership please provide all **other materials**, as required by the relevant **Application Form – processing follows only if all necessary material is received**

SECTION 1 - Contact Details

These details are required under the Corporations Act (2001)

Your Family Name: Title: (Mr/Mrs/Miss/Ms/Dr/Prof etc.).....

Your Given Names:.....
(Please **highlight** the name you prefer to be called.)

Your mailing address:

Your home address:

Street Name and Number

Locality/Suburb

Country

Post Code/Zip Code

Name of Your Organisation (if applicable):

Your Position in the Organisation:.....

Your Contact Numbers, including area code

Phone:- (.....) - -
(international) (area)

Fax:- (.....) - -
(international) (area)

Mobile phone:- (.....) - -
(international) (area)

Your E-mail address:

SECTION 2 - Application for Associate Membership

Applicants seeking to be Associates Member of IVMA are individuals who:

- Maintain current financial membership of one or more professional bodies that IVMA accepts as having a related interest in Value management, value and value for money;
Name of Professional Body:
Membership number:
- personally acknowledges having an interest in Value management and/or achieving better value for money;

I acknowledge and have read the Institute’s Code of Conduct and disciplinary provisions (attached);

I acknowledge that my membership will be subject to an annual fee but that continuance of my membership is entirely at the discretion of the Board of the Institute of Value Management Australia.

Signature an affirmation: date

This completes your application for Associate Membership of the IVMA.

SECTION 3 - Application for Ordinary Membership

Explanatory notes related to knowledge requirements for Ordinary Membership :

1. Where the Institute requires candidates to “demonstrate” knowledge, understanding, experience and evidence of successful course-completion, such “demonstration” will normally comprise a combination of documentary evidence, personal references and a professional interview (in person, by Skype or teleconference) by a panel of members established by the Board.
2. Lists of required learning outcomes are provided separately by the Institute to enable assessment of courses suitable for a particular category of membership.
3. A current list of courses that are recognised by the Institute is provided on the IVMA website.
4. The desired learning outcomes defined by the Institute are not intended to dictate detailed curricula or methods of teaching: rather, they are provided as a guide to the outcomes expected from courses deemed acceptable to the Institute. The Institute recognises that there are many ways in which a particular set of learning outcomes may be attained.

Applicants seeking to be Ordinary Members are required to demonstrate that they have:

- a clear understanding of the Australian Standard for Value Management, AS4183:2007; **AND**
- successfully completed a course of study in Value Management, the details and learning outcomes of which are acceptable to the Institute; **OR,**
- independently developed knowledge and skills equivalent to the learning outcomes of a course of study in Value Management acceptable to the Institute.

Required supporting materials, certificates and details to enable the Institute to consider this application must be attached or supplied under separate cover.

PERSONAL CERTIFICATION BY APPLICANT”

1. My application has been prepared in accordance with these Instructions and that the information contained in my application and all supporting material is true;
2. I have read the Institute’s Code of Conduct and disciplinary provisions;
3. I acknowledge that my membership will be subject to an annual fee but that continuance of my membership is entirely at the discretion of the Board of the Institute of Value Management Australia.

Signature as affirmation: date

This completes your application for Ordinary membership of the IVMA

SECTION 4 – Application for Accredited Membership

Explanatory notes related to knowledge and experience requirements for Accredited Membership :

1. Where the Institute requires candidates to “demonstrate” knowledge, understanding, experience and evidence of successful course-completion, such “demonstration” will normally comprise a combination of documentary evidence, personal references and a professional interview (in person, by Skype or teleconference) by a panel of members established by the Board.
2. Lists of required learning outcomes are provided separately by the Institute to enable assessment of courses suitable for a particular category of membership.
3. A current list of courses that are recognised by the Institute is provided on the IVMA website.
4. The desired learning outcomes defined by the Institute are not intended to dictate detailed curricula or methods of teaching; rather, they are provided as a guide to the outcomes expected from courses deemed acceptable to the Institute. The Institute recognises that there are many ways in which a particular set of learning outcomes may be attained.

The IVMA offers three (3) categories of accreditation: (i) Accredited Value Management Study Facilitator; (ii) Accredited Value Analyst; and (iii) Accredited Value Management Trainer.

All applicants for an Accredited membership must be an Ordinary Member of the Institute of Value Management Australia. For a new applicant the lodgement of an application for Accredited Membership can be made concurrently with that for Ordinary membership. If you are already an Ordinary Member or an Associate of the Institute please state your membership number and the year it was granted

- Current IVMA membership category and membership number, if applicable:
- Is this your initial application for Accreditation? YES / NO (please delete as applicable)
- Which grades of Accreditation are you applying for? (please delete as applicable)
 - **Accredited Value Management Study Facilitator**
 - **Accredited Value Analyst**
 - **Accredited Value Management Trainer**

Accredited Members are required to have satisfied all requirements for Ordinary Membership (see Section 3) and to demonstrate they have met all additional requirements of the Institute, as listed below for each category of specialist accreditation, as the case may be:

Additional requirements for ACCREDITED VALUE MANAGEMENT STUDY FACILITATORS:

Applicants for the grade of Accredited Value Management Study Facilitators must demonstrate that, in addition to satisfying the requirements for Ordinary membership, they have:

- Successfully completed a course of study in group-facilitation that is acceptable to the Institute for the purpose of preparing Value Management Study Facilitators, **OR**,
- Independently developed knowledge and skills equivalent to the learning outcomes of a course of study in group-facilitation acceptable to the Institute; **AND**,
- Personally facilitated at least three (3) Value Management Studies (VMS) in accordance with AS4183:2007 or a current, equivalent, National Standard acknowledged by the Institute, within the preceding two (2) years.

Also the Applicant is to provide the following details of referees who may corroborate your Value Management study facilitation experience on each of the VMS nominated

- Project name / Referees name / Relationship / Company / Email / Telephone contact.

Additional requirements for ACCREDITED VALUE ANALYSTS

Applicants for Accreditation as Value Analysts must demonstrate that, in addition to satisfying the requirements for Ordinary membership, they have:

- personally applied the principles and practices of Value Management in the role of Value Analyst to at least ten “situations” (which may be projects, problems or procurement situations) in accordance with AS4183:2007 as part of their day to day work over the preceding two (2) years.

Also the Applicant is to provide the following details of referees who may corroborate your Value Analysis experience on each of the “VA situations” nominated

- Project or “situation” title / Referees name / Relationship / Company / Email / Telephone contact.

Additional requirements for ACCREDITED VALUE MANAGEMENT TRAINERS

Applicants for Accreditation as Value Management Trainers of Value Management, Value Management Study Facilitators or Value Analysts must demonstrate that, in addition to satisfying the requirements for Ordinary membership, they have:

- an extensive working knowledge and experience in the application of AS4183:2007: **AND**
- successfully completed a course which the Institute accepts would equip them to teach and train groups of adult students; **OR**
- independently developed knowledge and skills at least equivalent to a “Train the Trainer” program delivered by a Registered Training Organisation.

PERSONAL CERTIFICATION FOR ALL APPLICANTS SEEKING ACCREDITATION

I certify that:

1. My application has been prepared in accordance with these Instructions and that the information contained in my application and all supporting material is true;
2. I agree to the Institute conducting reference checks for the purposes of evaluating this application in accordance with its Constitution and Board requirements;
3. I will participate in an interview, if deemed necessary, as a step in the Institute’s consideration of my application (note: *this may be carried out face-to-face or by electronic means*);
4. I have read, accept and I agree that if my application for Accredited Membership is successful I will abide by the Institute’s Code of Conduct and disciplinary provisions;
5. I acknowledge that the period of Accreditation is reviewable by the Board;
6. I have paid the annual membership fees as published on the Institute’s website;
7. I have checked this application and its attachments against *Instructions for Applicants* and all requested items,

Signed in affirmation of the above: date

This completes your application for Accredited membership of the IVMA

CODE OF CONDUCT

This Code indicates the standard of conduct which specified categories of members of the Institute are required to observe.

Any member whose conduct is contrary to this Code, or to any standards and rules set by the Board of Directors from time to time, may be liable to disciplinary action.

Ordinary Members and Accredited Members of the Institute are bound, by this Code, to act honestly, and to conduct themselves in a professional manner.

Those members are responsible as follows:

- a. to deliver all professional services in Value management at the highest standards of quality, fairness and integrity;
- b. to inform their clients or employers of the existence or likelihood of any conflict of interests;
- c. to act with fairness and impartiality;
- d. to maintain the highest standards of integrity in their dealings with the Institute and fellow members;
- e. to promote the advancement of Value Management;
- f. to always conduct themselves in a manner which is not likely to lessen the confidence of the public in the Institute or the Value Management profession nor bring the Institute into disrepute;

DISCIPLINARY ACTIONS

The Board of the Institute, in accordance with Clause 15 of the Constitution, may:

1. *Expel any Member; or*
2. *Suspend any member from membership for a specified period of time; or*
3. *Change the membership category of a Member.*