

Application Pack for Membership of the IVMA

This is a combined Application Pack containing the Institute's Code of Conduct and application forms for three grades of membership:

- **Associate** for which there is no post-nominal
- **Ordinary Member**, entitling the use the post-nominal MIVMA (Member of IVMA)
- **Accredited Member**, entitling the use the post-nominal MIVMA (Member of IVMA).

Instructions

- Complete Section 1 - Contact details and then the relevant Section 2, 3 or 4.
- Pay the relevant annual subscription with the lodgement of the application.
- If applying for Ordinary or Accredited membership, provide all other required materials.

Section 1 - Contact Details

These details are required under the Corporations Act (2001)

Title Mr / Mrs / Miss / Ms / Dr / Prof / other _____

Family name _____

Given names _____

Please highlight the name you prefer to be called.

Home address:

Street and number _____

Locality/Suburb _____

Country _____

Post Code _____

Mailing address (if different from above)

Street and number _____

Locality/Suburb _____

Country _____

Postcode _____

Name of organisation _____

if applicable

Position/title _____

Contacts

Phone (home) _____

Phone (work) _____

Mobile phone _____

Email _____

Section 2 - Application for Associate Membership

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

- hold 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;
- acknowledge having an interest in Value Management and/or achieving better value for money.

Name of professional body: _____

Membership number: _____

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

I acknowledge that my membership will be subject to an annual fee and that continuance of my membership is 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.

Please scan pages 1 and 2 and email to ivma@theassociationspecialists.com.au.

Section 3 - Application for Ordinary Membership

Requirements for Ordinary Membership

- 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, via teleconference or Skype, Zoom or similar) by a panel of members established by the Board.
- Lists of required learning outcomes are provided separately by the Institute to enable assessment of courses suitable for a particular category of membership.
- A current list of courses that are recognised by the Institute is available on the IVMA website.
- The learning outcomes defined by the Institute are not intended to dictate detailed curricula or methods of teaching; rather, they are a guide to the outcomes expected from courses deemed acceptable to the Institute.

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, with details and learning outcomes 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.

My application has been prepared in accordance with these Instructions and that the information contained in my application and all supporting material is true.

I have read and agree to the Institute's Code of Conduct and disciplinary provisions.

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

Signature an affirmation: _____ Date: _____

Please scan pages 1 and 2 and email to ivma@theassociationspecialists.com.au.

Section 4 – Application for Accredited Membership

Requirements for Accredited Membership

- 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, via teleconference or Skype, Zoom or similar) by a panel of members established by the Board.
- Lists of required learning outcomes are provided separately by the Institute to enable assessment of courses suitable for a particular category of membership.
- A current list of courses that are recognised by the Institute is provided on the IVMA website.
- The learning outcomes defined by the Institute are not intended to dictate detailed curricula or methods of teaching; rather, they are a guide to the outcomes expected from courses deemed acceptable to the Institute.

The IVMA offers three categories of accreditation:

- Accredited Value Management Study Facilitator
- Accredited Value Analyst
- 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 _____

Current IVMA membership number, if applicable: _____

Is this your initial application for Accreditation? YES _____ NO _____

Grade of Accreditation being applied for:

- Accredited Value Management Study Facilitator _____
- Accredited Value Analyst _____
- Accredited Value Management Trainer _____

Requirements for Accredited Value Management Study Facilitators

Applicants for the grade of Accredited Value Management Study Facilitator 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, **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 Value Management Studies (VMS) in accordance with AS4183:2007 or an equivalent standard acknowledged by the Institute, within the preceding two years.

Applicants are to provide the following details of referees who can corroborate your Value Management Study facilitation experience (at least three referees required):

- Project name / Referee's name / Title / Company / Email / Telephone contact.

Requirements for Accredited Value Analysts

Applicants for the grade of Accredited Value Analyst 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 procurements) in accordance with AS4183:2007 as part of their day-to-day work over the preceding two years.

Applicants are to provide the following details of referees who can corroborate your Value Management analysis experience (at least five referees required):

- Project or situation title / Referee's name / Title / Company / Email / Telephone contact.

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 Applicants seeking Accreditation

I certify that:

- My application has been prepared in accordance with these instructions and that the information contained in my application and all supporting material is true.
- I agree to the Institute conducting reference checks for the purposes of evaluating this application in accordance with its Constitution and Board requirements.
- I will participate in an interview, if deemed necessary, as a step in the Institute's consideration of my application (in person, via teleconference or Skype, Zoom or similar).
- 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.
- I acknowledge that the period of Accreditation is reviewable by the Board.
- I have paid the annual membership fee/s as published on the Institute's website.
- I have checked this application and its attachments against Instructions for Applicants and all requested items.

Signature an affirmation: _____

Date: _____

Please scan pages 1, 3 and 4 and email to ivma@theassociationspecialists.com.au.

CODE OF CONDUCT

This Code indicates the standard of conduct which 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.

Ordinary Members and Accredited Members are responsible for:

- delivery of all professional services in Value Management to the highest standards of quality, fairness and integrity;
- informing their clients or employers of the existence or likelihood of any conflicts of interest
- acting with fairness and impartiality
- maintaining the highest standards of integrity in their dealings with the Institute and fellow members
- promoting the advancement of Value Management
- conducting themselves in a manner which is not likely to lessen the confidence of the public in the Institute or the Value Management nor bring the Institute into disrepute.

DISCIPLINARY ACTIONS

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

- expel any member, or
- suspend any member from membership for a specified period of time, or
- change the membership category of a member.