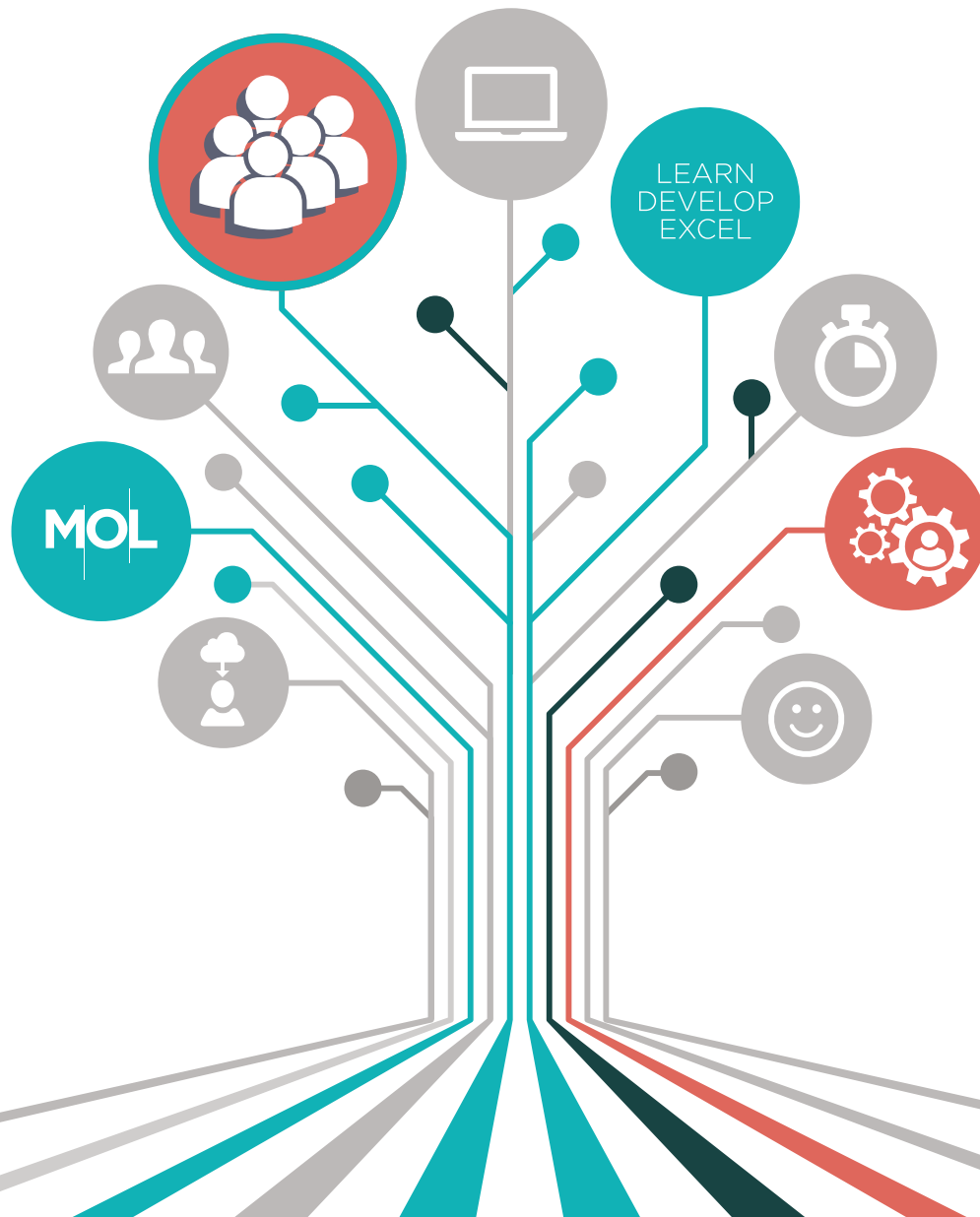


# Association of Project Management (APM)

## Level 4

Project Management Qualification (PMQ)

APPLICATION FORM



# MOL

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EXCEL



When completed, please sign, scan and return this form to [mwaugh@mollearn.com](mailto:mwaugh@mollearn.com), quoting reference ISBL-APM

If you have any queries when completing this application form, please contact a member of the MOL Customer Support team on 0330 057 5625 or email [mwaugh@mollearn.com](mailto:mwaugh@mollearn.com), quoting reference ISBL-APM. Please tick boxes as appropriate and complete this form in BLOCK CAPITALS using black ink.

Sections 1-7 **must** be fully completed or we cannot process your application form.

## APM Level 4 Project Management Qualification (PMQ)

Preferred mode of study:

Live Online

### 1. Personal details

Please use your full name as this information will appear on your certificate

Mr  Mrs  Miss  Ms  Dr

First name .....

Surname .....

Date of birth .....

Home address .....

.....

.....

Postcode .....

Nationality .....

Telephone number .....

Email .....

### 2. Current employment/reference

Your job title .....

Company name .....

Your work address .....

.....

.....

Postcode .....

Your work telephone .....

Your work email (if different) .....

Line/Authorising manager .....

Line/Authorising manager address (if different) .....

.....

.....

Postcode .....

Line/Authorising manager telephone .....

Line/Authorising manager email .....

### 3. Learning materials delivery

Learning materials can be delivered to either your work or home address. Someone must be present at the delivery address to sign for delivery.

Please tick your preference

Deliver to work address  Deliver to home address

Which email address would you like to use to access the virtual learning environment (VLE)? Please tick the relevant box. Please consider security and access when selecting your preference.

Work email  Home email

### 4. Payment options

Please indicate who will be funding your programme fees:

My employer/sponsor will be funding 100% of my programme (please complete Section 5)

I will be funding 100% of my programme myself (please complete Section 6)

My employer and I will both be funding the programme (please complete below)

.....(% or £s) is my employer's responsibility (please complete Section 5)

.....(% or £s) is my own responsibility (please complete Section 6)

### 5. Employer payment (to be completed by the employer)

Please see later in this application form for further information and Terms and Conditions.

I confirm .....

(name of employer organisation) accepts responsibility for the payment of programme fees for programme(s) selected and accepts that the fees are non-refundable.

Learner's name .....

Employing organisation (if different from above) .....

.....

Authorising manager's name (individual) .....

.....

Position/job title .....

Manager's telephone .....

Manager's email .....

Manager's signature .....

### Invoice details

Authorised invoice amount £ .....

Name of the department which will receive/process the invoice .....

.....

Name of individual (if applicable) .....

Address of the department which will receive the invoice .....

.....

.....

Postcode .....

Telephone .....

Email .....

Does your organisation require a Purchase Order? Please tick Yes  No

Purchase Order number (if applicable) .....

Please complete the Employer Sponsorship letter and provide a copy of the Purchase Order if available (attach to application form)

## 6. Personal payment

Please see later in this application form for further information and Terms and Conditions. Please note the programme fees are payable in full and non-refundable.

As a self-funding learner, I would like to arrange my payments as follows (please tick appropriate box):

- Full payment prior to programme start date
- Payments by initial fee and instalment schedule (Direct Debit form attached)

I would like to pay by

- Credit/debit card  Cheque

(Cheques should be made payable to 'MOL' and must be attached to this form)

**Payment will not be taken until your application has been approved and your programme confirmed.**

## 7. Declaration

I confirm that I have read the MOL Learning Agreement on the following page and that the information contained in this completed application form is correct and that payment details have been fully outlined in Section(s) 5, 6 (as applicable).

I request MOL to reserve my place on the indicated programme and to order materials on my behalf. I confirm I have read and understood the Terms and Conditions.

I have received advice and guidance on the suitability of my programme of choice. I agree to pay all costs in full relating to my programme of study and understand that fees are not refundable, even if I decide to leave the programme early. I understand that if the programme fees are not paid by my employer/sponsor I will become liable for the fees in full. (We will make all reasonable attempts to recover fees from your employer/sponsor before taking this action). I agree to attend all activities that relate to the programme of study I am enrolled on. By signing this form I am declaring that the contents are true and accurate, and that any inaccurate information given knowingly or fraudulently may lead to prosecution.

Signed .....

Date .....

## 8. Support needs

If you need support because of the following, please tick as appropriate below. This will help us make any reasonable adjustments to support you in your studies.

Please see the Terms and Conditions for how the data in Sections 8 and 9 will be used.

If you prefer not to provide this information, please tick in the boxes 'Not known/Not provided'.

### L15 - Health issue/Disability

- 01  Visual impairment not corrected with glasses
- 02  Hearing impairment
- 03  Disability affecting mobility
- 04  Other physical disability
- 05  Other medical condition (eg epilepsy, asthma, diabetes)
- 06  Emotional/Behavioural difficulties
- 07  Mental health difficulty
- 08  Temporary disability after illness (eg post-viral) or accident
- 09  Profound complex disabilities
- 10  Asperger's syndrome
- 90  Multiple disabilities
- 97  Other - Please give details below
- 99  Not known/Not provided

Other .....

### L16 - Learning difficulty

- 01  Moderate learning difficulty
- 02  Severe learning difficulty
- 10  Dyslexia
- 11  Dyscalculia
- 19  Other specific learning difficulty
- 20  Autism spectrum disorder
- 90  Multiple learning difficulties
- 97  Other - Please give details below
- 99  Not known/Not provided

Other .....

## 9. Ethnicity

Please indicate which category best describes your ethnic origin:

### White

- 31  English/Welsh  
Scottish/Northern  
Irish/British
- 32  Irish
- 33  Gypsy or Irish  
traveller
- 34  Any other White  
background

### Asian/Asian British

- 39  Indian
- 40  Pakistani
- 41  Bangladeshi
- 42  Chinese
- 43  Any other Asian  
background

### Mixed/Multiple ethnic group

- 35  White and Black  
Caribbean
- 36  White and Black  
African
- 37  White and Asian
- 38  Any other Mixed/  
Multiple ethnic  
background

### Black/African/Caribbean/ Black British

- 44  African
- 45  Caribbean
- 46  Any other Black/  
African/Caribbean  
background

### Other ethnic group

- 47  Arab
- 98  Any other ethnic  
group
- 99  Not provided

**Learners whose first language is not English must demonstrate a high standard of both spoken and written English to be able to complete an APM programme. We recommend an IELTS of 6.5 or above, or equivalent.**

## 10. Education

Please give details of the highest level of education achieved and, if purchasing option 2b, details of PRINCE2 certification.

.....  
.....  
.....

## 11. Programme choices

Please indicate which Programme you are purchasing.

Please select which Programme you wish to be enrolled on below

**Option 1**  
PMQ Programme plus examination

**Option 2**  
PMQ Programme only (no examination included)

Please contact our Customer Support team on **0330 057 5625** for more information or advice on completing this section.

Note: any previously completed qualifications, or other relevant degree qualification (as previously detailed in Section 10), may allow you to apply for exemption from some of the Advanced Level units. If you wish to make an application for exemption, please ensure that you have attached the relevant documents evidencing qualifications gained, or exemptions already granted to this application.

## The Learning Agreement

The Learning Agreement summarises the main rights and responsibilities of the learner and MOL.

### On commencing studies with MOL, you have the right to expect

- clear and accurate information and/or advice about our learning programmes, programme costs, methods of study and assessment, qualifications and progression opportunities

### As a learner, you have the right to expect

- high quality provision backed up by appropriate administrative services
- appropriate access arrangements to help with a learning difficulty, disability, or other barrier which might restrict your learning
- any complaint under the formal complaints procedure to receive a response within 15 working days and to be dealt with fairly
- access to MOL's policies and processes
- your personal details to be handled sensitively and only disclosed to third parties in ways which support your progress and well-being or where required by law (please note if your employer is contributing to the cost of your programme they will expect and receive progress updates)
- to be treated with respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation

### I, the learner, agree to

- pay all programme costs that are due from me to MOL. I understand that programme fees are not refundable
- take responsibility for my own learning, completing all activities, examinations and assessments as per my programme schedule
- conduct myself in a way which respects the rights of others and complies with MOL's policies and processes
- inform MOL within five working days if my contact details change (eg new phone number, address)
- take responsibility for my registration and attendance at the correct exams

## Terms and conditions

### Paying for your programme

#### For company-funded learners (employer/sponsor payment)

An invoice will be issued for your programme fees. It will be sent to the person and place stipulated in Section 5 prior to the programme start date. Payment is due on receipt of invoice and can be made by BACS, cheque or credit/debit card. Please note that, at this time, we do not accept direct debit payments from employers (although we do accept them from individuals paying for their own programme).

**If a Purchase Order number is required, it's essential that the PO number is stated in your Employer Sponsorship letter and a copy of the Purchase Order provided.**

#### Financing

Prior to processing any applications for finance, central finance at LTE Group reserves the right to conduct a credit check on the organisation sponsoring you. Should the organisation be found to have an unsatisfactory credit rating, then your organisation/sponsor will be required to make full payment in advance of your start on the programme.

#### For self-funded learners (Personal payment)

A non-refundable initial payment is required before you start your programme. MOL will contact you to take this payment as part of the application process. The balance of learner fees can be paid for either in full before the programme start date (personal cheque or credit/debit card) or via MOL's instalment schedule. The instalment schedule allows you to spread the balance of your programme fees across the programme. After the initial payment, instalments are taken monthly by direct debit. The reference on your bank statement will appear as 'LTE Group'. Where a direct debit is cancelled, the outstanding balance of the programme fees will immediately become due in full.

Your application will be delayed if your programme application form or direct debit instructions are not correctly completed. Programme applications will only be processed if accompanied by the required initial payment details and direct debit mandate.

MOL will provide learners opting to pay by credit/debit card with a secure online payment portal.

Any student whose fees remain unpaid (whether self or employer-funded) will be withdrawn from the programme and the balance of outstanding fees will be pursued by LTE Group Finance department on behalf of MOL. Any applications suspected to be fraudulent for material or financial gain **will** be subject to prosecution.

### For funded qualifications

The information you provide will be anonymised and aggregated and shared with other government organisations and awarding bodies for the purpose of administration, provision of career and other guidance, and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Energy and Industrial Strategy, local authorities, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Education and Skills Funding Agency or partners of those organisations.

The Education and Skills Funding Agency uses European Social Funds for the European Union to directly and indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. The Education and Skills Funding Agency also administers the Learning Records Service (LRS), which uses your learner information to create and maintain a unique learner number (ULN).

Further information about partner organisations and the ULN, and what they do, may be found at

[www.gov.uk/government/organisations/education-and-skills-funding-agency](http://www.gov.uk/government/organisations/education-and-skills-funding-agency)

[www.gov.uk/topic/further-education-skills/learning-records-service](http://www.gov.uk/topic/further-education-skills/learning-records-service)

#### MOL policies

[www.mollearn.com/policies](http://www.mollearn.com/policies)

#### Recorded webinars

Please note that the interactive webinar includes a feature that allows audio, any documents and other materials exchanged or viewed during the session to be recorded. By joining a session, you automatically consent to such recordings and all of the recordings will be available to view or download via MOL's VLE platform. In your contributions to these sessions you must take responsibility for the information you share about your organisation and the individuals within it, taking care to be mindful of confidentiality and privacy issues.

#### Student membership

Some qualifications require the registration of the student with the appropriate body. Details of the need to register will be provided, appropriate to the qualification being studied, and instructions will indicate the actions the learner needs to take. Please note it may not be possible to complete your qualification without holding the appropriate membership which you may need to pay for directly to the membership body.

#### Cancellation rights

Under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 you have 14 days from the day your order is made to cancel. In order to cancel you must inform MOL within the 14 day period and you are liable for the cost of returning any goods received. If the value of the goods has been diminished by your handling, MOL may recover the amount of this diminished value by deducting this amount from your refund.

Your right to cancel and obtain a refund will be lost if you have given MOL express consent to supply any services or digital content during the Cancellation Period and the service has been fully performed or the digital content accessed.

A charge for administration will be made if an applicant, having been accepted onto a programme, withdraws from that programme prior to the start date.

Once a programme has started learners are reminded that they are liable for all costs relating to that programme.



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MOL  
Whitworth House  
Ashton Old Road  
Manchester  
M11 2WH

T 0345 203 2103  
T 0161 203 2103

E [enquiries@molllearn.com](mailto:enquiries@molllearn.com)  
W [molllearn.com](http://molllearn.com)

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USE COMPANY LETTER HEADED PAPER

The LTE Group  
Whitworth House  
Ashton Old Rd  
Openshaw  
Manchester  
M11 2WH

**IMPORTANT** Please complete the information in this letter and copy it onto your company letter headed paper.

**Date**

To the LTE Group

**Programme cost/course fees**

Please accept this letter as authorisation that our company is prepared to pay, on receipt of your invoice, the MOL programme costs/course fees in relation to **name of employee** undertaking **name of programme**.

**IMPORTANT - any information below must match the information in the 'Employer Payment' section on the application form.**

Authorised invoice amount

Company registration number

Purchase order number (if applicable)

**\*Please attach a copy of the PO**

**The invoice for the fees should be sent for the attention of**

Name and address of the Department which will receive/process the invoice, eg Accounts Payable

Postcode

Company email address

**\* Your invoice will be sent by email**

Name of individual (if applicable)

Job title

Company tel no.

Yours faithfully

**\*Signature of the company representative authorising the payment**

Name

Position

**\* The learner is not permitted to authorise payment**

