

**LONDON’S GLOBAL UNIVERSITY**

PPM CoP APM Apprenticeship Programme

Nomination Form 2019-20

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| Name: |  | Job Title:  |  |
| Email: |  | Department/Division: |  |
| Line-Manager: |  |

# SECTION A: Background information

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| **Initial Eligibility Questions** |
| Residency requirement  | Yes 🞏 No 🞏 |  Maths & English GCSE Grade A-C or equivalent **at Level 2** | Yes 🞏 No 🞏 |
| *Further details as necessary:*   |
| 1. Have you attended any other UCL leadership, management or other personal development programme in the last 18 months (if so, please provide brief details)
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| 1. Are you currently participating in any other personal development programme (within or external to UCL)? If please provide brief details of the type of programme, duration and expected end-date
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# SECTION B: Motivation and approach to learning

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| 1. Outline your personal objectives for applying to the PPM CoP apprenticeship programme [Maximum 200 words]
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| 1. Provide a brief description of a project you have been involved in (at UCL or elsewhere) and what you learnt from this experience about the role of *communication* in projects [Maximum 300 words]
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| 1. Looking forward – where do you see yourself professionally in three years having completed this apprenticeship? (What skills, knowledge and/or behaviour will you have developed or enhanced?) [Maximum 200 words]
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| 1. Provide a specific example of a time when you have had to manage your time to complete a range of different tasks to different deadlines. [Maximum 200 words]
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# SECTION C: Line-manager endorsement

Please confirm your support for this nominee to complete the APM apprenticeship at UCL, and provide brief commentary on their suitability for the programme based on current job performance and how UCL can benefit from the nominee’s participation.

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# Signatures:

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| **Declaration:** *We have discussed the UCL PPM apprenticeship programme and are comfortable with the requirements of the programme and the level of commitment required by both apprentice and line manager.* |
| **Applicant:** |  | **Date:** |  |
| **Line Manager:** |  | **Date:** |  |

# Person Specification

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|  | Essential/Desirable | Evaluation method/stage  |
| Core eligibility criteria |  |  |
| Permanent residency of the UK or having resided in the EU for the last 3 years with a UK, EU Passport, Indefinite Leave to Remain or Spouse Visa. | Essential  | HR/eligibility check |
| Maths & English GCSE Grade A-C or equivalent at Level 2  | Essential | HR/eligibility check  |
| Can realistically commit the time over 24 months to a period of sustained work-related study and completion of practical course work  | Essential | Application/Interview |
| Have the full and enthusiastic support of their line-manager | Essential | Application |
| Commitment to join and contribute positively towards UCL’s Programme & Project Management Community of Practice | Essential | Application/Interview |
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| Qualifications, experience and knowledge |  |  |
| Demonstrable interest in developing programme and project management skills, and applying these at UCL | Essential | Application/Interview |
| Demonstrable track record of good performance in current role  | Essential | Application/Interview |
| Experience of coordinating or being involved in change initiatives in some way  | Desirable  | Application/Interview |
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| Skills and abilities  |  |  |
| Good time management and prioritisation skills, to balance the competing requirements of working full-time with studying for a professional qualification  | Essential  | Application/Interview |
| Ability to communicate clearly and appropriately with a range of different stakeholders/audiences  | Essential | Interview |
| Ability to be reflective in your approach to personal development and working with others  | Essential | Application/Interview |