

Accreditation of prior learning (APL) route Guidance for applicants

International Diploma in Risk Management

IRM's Accreditation of Prior Learning Scheme (APL) recognises that people learn and demonstrate knowledge in ways other than through a process of formal study and examination. It allows you to demonstrate that you have met the theoretical requirements of the International Diploma modules through practical work experience or non-certificated training rather than by examination.

You must have a minimum of five years risk management experience to be eligible to apply and you will need to demonstrate your professional competence through the completion of a detailed portfolio of experience.

Applications

You can apply for APL for one or more of any of the following modules of the International Diploma.

- Module 1: Principles of Risk Management
- Module 2: Practice of Risk Management
- Module 3: Risk Assessment
- Module 4: Risk Treatment
- Module 5: Risk, Governance and Culture

Module 6: Crises, Resilience and Future Risks is excluded from the APL scheme. All students must sit and pass this module.

There is a single application form covering all 5 modules. You only need to complete the sections relating to the modules for which you wish to apply for accreditation. Please ensure that you send us all the relevant documents with your application form.

Evidence

The APL process does not automatically equate experience with learning. The application form requires you to create a portfolio of evidence. Each module is broken down into a number of knowledge areas. You will need to identify what you have learned through reflection, and map this on the form against the defined knowledge areas. You will need to be able to provide evidence that demonstrates you have the required knowledge and understanding, and also to explain how that evidence satisfies the knowledge and understanding requirements.

Source evidence of your experiential learning should be made available to whoever verifies your application. A scanned (PDF) version should also be submitted with your application. If further evidence is required, an IRM assessor will contact you.

Verification of your experience

As part of the application and assessment process we require that the experience cited in your application is verified as a true account by another individual(s). The person(s) who verifies your experience should have been in a senior position to you, or a member of the relevant HR department, or another individual familiar with the work you were doing at the time.

They do not have to be:

- a member of IRM
- a practising risk manager
- your current line manager
- in the same country as you

If one person can vouch for all of the experience cited in your application, please ask them to sign the form and provide their professional qualifications (if relevant) and their relationship to you. If more than one person is required to verify, you should ask them to indicate in the relevant boxes, which sections they are confirming on your behalf, and sign as before. If it is not possible for you to obtain actual signatures please obtain electronic verification and submit with your application.

Please ensure that you give your verifier a copy of our Guidance for Verifiers. You can download this from our website.

If any section of the form cannot be verified, you must send a covering letter explaining why. If we receive an application which is unsigned or incomplete it will be returned to you.

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Completing your application

The application form is available as an editable PDF to allow for easier completion. You must save a copy of the form to your PC before you start to enter any details. You will then be able to save completed sections of the form and return to edit it at a later date.

As a guide, the recommended word count is 750 words for each knowledge area (excluding the evidence section), and no more than 20% over. Excessive word count will result in automatic rejection of your application.

How your application is assessed

You must demonstrate that you have a sound understanding of the required learning and are able to apply it in your professional work. The assessor will match your evidence and supporting statements against the defined knowledge areas. They will need to be satisfied that you have achieved a minimum of 80% of the learning outcomes for each Module. If the assessor is satisfied you will be awarded a Pass for that module of the Diploma.

We aim to complete the assessment of your application within 6 weeks of its submission.

We will not accept appeals for APL submissions, but we will send you feedback on why your application has been unsuccessful. You will be able to re-apply at any point in the future as long as you complete a revised application form and send it to us with the appropriate application fee.

APL fees

There is a fee of £250 for each module. Payment must accompany your application. All fees must be paid regardless of the outcome of your application.

Where to send your application

Please scan and email your supporting documents together with your application form and a copy of your CV to: apl@theirm.org

Additional questions?

If you have any unanswered questions please take a look at the Frequently Asked Questions section of our website.