

Hong Kong Institute of Value Management

Checklist for Application for VM Facilitator Listing

- List A Facilitator (min. 30 credit points)
- List B Facilitator (min. 15 credit points)

Submission Packet Includes:

pages

- 1. Completed Application Form: signed and dated by applicant and advisor
- 2. Summary of Workshop Experience
- 3. Application Fee: \$ 2,500.00 for List A Facilitator
\$ 1,000.00 for List B Facilitator
(Made payable to: HKIVM)
- 4. A photocopy of Module I Certificate
- 5. A photocopy of Module II Certificate
- 6. Documentation supporting “Facilitate VM”
 - documentation to clearly illustrate the use of function analysis, and
 - documentation to clearly show the required workshop periods and studies
- 7. Other worthy VM activities
- 8. Scholarly Paper: including abstract and title page

Note:

- Credit points for workshops of the following periods (excluding pre- and post- workshop time):
 1. 5-day or more : 7 credit points
 2. 4.5-day : 6.5 credit points
 3. 4-day : 6 credit points
 4. 3.5-day : 5.5 credit points
 5. 3-day : 5 credit points
 6. 2.5-day : 4.5 credit points
 7. 2-day : 4 credit points
 8. 1.5-day : 3.5 credit points
 9. 1-day : 3 credit points
 10. 1/2-day : 1 credit point
- Supervision by List A facilitators would be required for 2 workshops only for List B application and an additional 1 for List A application.
- A maximum of 3 credit points may be assessed by the HKIVM Council for other worthy VM activities and scholarly paper on their own merits.

II. Others :

List other activities that you believe may be worthy of consideration by the HKIVM Council for Certification.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

I certify that the information submitted is true, accurate and complete and will provide additional documentation if requested by the Council.

Signature

Date

Value Methodology Job Plan

Supporting Data for VM Workshop 1

Name of Project:

Client:

Dates of Team Meetings and Study:

Time in contact hours spent on VM Activity:

Brief Project Description:

Project Team Roster:

Function Analysis:

Creativity:

Evaluation:

Final Outcomes:

Action Plan: