



AIMM RE ACCREDITATION APPLICATION COVER SHEET

Return to MEA National Office Suites 5 & 6 Level 1, 1 McLaren Street North Sydney NSW 2060

PERSONAL INFORMATION

Form with fields for Family Name, Given Names, Address for Correspondence, Phone, Fax, and Email.

APPLICATION CHECKLIST

- I am currently a member of Meetings & Events Australia (or an employee of a member)? Yes No

The name and address of the MEA member is:

Two dotted lines for providing the name and address of the MEA member.

- I am aware that I have the choice to apply for either AMM or AIMM accreditation depending on my skills and experience. Yes No
I have attached a Curriculum Vitae or a job history which includes evidence of employment in the management of meetings or conferences... Yes No
I have provided the contact details of four Referees Yes No

Referees – 3 External Suppliers and 1 Internal Client - to be contacted by MEA.

Table with 3 columns: Name, Company & Address, Phone/Fax Numbers & Email Address. Contains 5 empty rows for data entry.



I have provided evidence of at least 80 Professional Development points. Yes No

These points have been accumulated in the following ways:

NB: It is compulsory to have at least 40 points in Section A. It is advisable to claim in excess of 60 PD points.

SECTION A: (This section is compulsory.) Minimum 40 points. Professional Development/Industry Education Undertaken State the number of points you are claiming towards accreditation from Section A. [ ]

SECTION B: Professional Development/Industry Education Developed State the number of points you are claiming towards accreditation from Section B. [ ]

SECTION C: Professional Development/Industry Education Delivered State the number of points you are claiming towards accreditation from Section C. [ ]

SECTION D: Active Participation in MEA and/or a relevant professional or industry Assoc. State the number of points you are claiming towards accreditation from Section D. [ ]

SECTION E: Reading/Study Programs State the number of points you are claiming towards accreditation from section E. [ ]

TOTAL (minimum 80) [ ]

I have requested either an Assessment Task, or Recognition of Prior Learning.

Assessment Task

If you have a minimum of 3 out of the last 4 years immediately prior to this Application, but less than 10 years, employment as a Meetings/Conference Manager, then you will be required to complete an Assessment Task.

Please tick the box if you are seeking an Assessment Task [ ]

OR

Recognition of Prior Learning (R.P.L.)

If you have a minimum of 10 years experience as a Meetings/Conference Manager, with at least five of those years immediately prior to the Application, then you need to provide evidence of your experience, and attend an interview where your experience will be assessed.

Please tick the box if you are seeking Recognition of Prior Learning [ ]



Meetings & Events Australia

## MEETINGS & EVENTS AUSTRALIA



- |   |     |    |
|---|-----|----|
| <input type="checkbox"/> I have attached the non-refundable payment of AUD\$260 (including GST) for the processing of my application. | Yes | No |
| <input type="checkbox"/> I have signed the Application Form Declaration.  | Yes | No |

### Application Form Declaration

I hereby apply for AMM accreditation by Meetings & Events Australia. I declare that the information provided by me is accurate and true and that I am of good standing.

Signature \_\_\_\_\_ Date: \_\_\_\_\_



**SECTION A**

**Professional Development/Industry Education Undertaken**

(This section is compulsory, and requires a minimum of 40 points.)

Complete the table below, using the following Guidelines for PD Values. List the date of the course, its title, the name of the provider, the number of contact hours and the amount of points being claimed. Only face to face hours, not time allowed for meal breaks or social segments of the program can be claimed.

You must provide documentary evidence of your attendance at the course. Such evidence may be in the form of receipts, attendance records, certificates of attendance, etc. If there is insufficient space, photocopy this page and attach.

**GUIDELINES FOR PD VALUES**

<input type="checkbox"/> MEA PD skills development sessions involving active involvement eg workshop	3 points per hour.
<input type="checkbox"/> MEA Panel session attendance	2 points per hour.
<input type="checkbox"/> MEA site visits or product launches and participation in Special Interest Groups (SIGs)	1 point per hour.
<input type="checkbox"/> Any Bachelor degree taken at any stage	10 points
<input type="checkbox"/> Bachelor degree directly relevant to Meetings or Events Management	15 points
<input type="checkbox"/> Masters/Phd/Honors studied at any stage.	Additional 5 points
<input type="checkbox"/> TAFE certificate in a subject directly relevant to Meetings or Events Management	5 points
<input type="checkbox"/> TAFE Diploma/Advanced Diploma directly relevant to Meetings or Event Management taken at any stage	10 points <i>(maximum of 20 points)</i>
<input type="checkbox"/> Other Courses/PD Sessions, (non-MEA) that are Meetings Industry related and that you have personally undertaken in the three years immediately prior to the application A maximum of 50% of points in this section can be claimed for in-house training – and that in-house training <u>must</u> be supported by documentary evidence of the structure and content, number of contact hours, and training delivery and assessment.	1 point per hour.
<input type="checkbox"/>	

Date	Title of Course	Provider	Contact Name & No.	Hours	Points



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# MEETINGS & EVENTS AUSTRALIA



AIMM

Total Points Section A  
Minimum 40 points



**SECTION B  
Professional Development/Industry Education Developed**

Only Professional Development (PD) that is meetings industry specific and *has been developed in the three years immediately preceding this application* can be claimed. This PD need not have been wholly provided by MEA, but may have been developed through other providers.

Complete the table below, using the following Guidelines for PD Values. List the date of the course, its title, the name of the provider, the number of preparation hours and the amount of points being claimed. Only time for preparation of the material can be claimed.

You must provide documentary evidence of the development of an actual course or part thereof. Such evidence may be in the form of copies of Learning Outcomes and Assessment Methods, Invoices for Payment, Material promoting the course etc. *If there is insufficient space, photocopy this page and attach.*

**GUIDELINES FOR PD VALUES**

<input type="checkbox"/> MEA Courses/PD Sessions (including National Conference), or Courses/PD Sessions approved by MEA, including those delivered by Universities, TAFEs and Registered Training Organisations, <i>that are Meetings Industry related</i> and for which you have personally developed a curriculum in the three years immediately prior to the application	2 points per hour of preparation.
<input type="checkbox"/> Other Courses/PD Sessions <i>that are Meetings Industry related</i> , and for which you have personally developed a curriculum in the three years immediately prior to the application	1 point per hour of preparation.

Date	Title of Course	Provider	Contact Name and Number	Hours	Points

**Total Points Section B**



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## SECTION C

### Professional Development/Industry Education Delivered

Only Professional Development (PD) that is meetings industry specific and *that you have delivered in the three years immediately preceding this application* can be claimed. This PD need not have been wholly provided by MEA, but may have been delivered through other providers.

Complete the table below, using the following Guidelines for PD Values. List the date of the course, its title, the name of the provider, the number of delivery hours and the amount of points being claimed. Only time for delivery of the material can be claimed.

You must provide documentary evidence of the development of an actual course. Such evidence may be in the form of Invoices for Payment, Material promoting the course, copies of Learning Outcomes and Assessment Methods.

If there is insufficient space, photocopy this page and attach.

#### GUIDELINES FOR PD VALUES

<input type="checkbox"/> MEA Courses/PD Sessions (including National Conference), or Courses/PD Sessions approved by MEA, including those delivered by Universities, TAFEs and Registered Training Organisations, <i>that are Meetings Industry related</i> and for which you have personally developed a curriculum in the three years immediately prior to the application	2 points per hour of preparation.
<input type="checkbox"/> Other Courses/PD Sessions <i>that are Meetings Industry related</i> , and for which you have personally developed a curriculum in the three years immediately prior to the application	1 point per hour of preparation

Date	Title of Course	Provider	Contact Name & No.	Hours	Points

Total Points Section C



**SECTION D**

**Active participation in MEA, and/or Active participation in a relevant professional or industry Association, other than MEA.**

This participation is expected to be greater than simply being a member of a professional body. It should demonstrate active membership through committee involvement or any other such activity which is relevant to the Meetings Industry.

Your involvement must have occurred within the three year period immediately preceding this application.

**GUIDELINES FOR VALUES**

<input type="checkbox"/> MEA Committee/Board Membership (including Sub-Committees)	5 points for each 12 months of service, for up to 3 Committees. <i>Maximum 15 points.</i>
<input type="checkbox"/> Active participation in MEA through - assessing/creating education/conference programs; judging panels; policy issues, etc	1 point per hour <i>Maximum 10 points</i>
<input type="checkbox"/> Active participation or involvement in a relevant professional or industry association other than MEA	2 points for each 12 months service, for up to 3 Committees. <i>Maximum 6 points</i>
<input type="checkbox"/> Active participation as Chair of a Special Interest Group Meeting	1 additional point per meeting.

In the table provided, detail your involvement. For non-MEA involvement, you must provide evidence such as a confirmation letter from the association, attendance records, annual report or other such records.

Date	Name of Committee/Professional Organisation etc.	Branch	Description of involvement	Points

**Total Points Section D**



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# MEETINGS & EVENTS AUSTRALIA



## SECTION E Reading Program.

### Professional reading program.

A synopsis of a minimum of 200 words must be provided for articles, papers, books, tapes etc, in which the content is directed to the meetings industry. The synopses must demonstrate familiarity with the text and must provide a degree of critique of the article, paper, book or tape. Paraphrasing of the article, paper, book or tape will not be accepted.

These synopses must be typed and attached to the application form. Complete the table below showing the name of the article, paper, book or tape, the author and its publication date which must be within the three year period immediately preceding this application.

*Point Values: 4 Points per title. (Maximum 20 Points)*

Title	Author	Publication Date

Total Points Section E