



INSTITUTE OF PROJECT MANAGEMENT PROFESSIONALS

Registered Professional Body No. PB. 68, 2016

DIPLOMA PROGRAMME APPLICATION FORM

IPMP Head Office Secretariat

Institute of Project Management Professionals
Post Office Box CT, 4879, Cantonment, Accra, Ghana
Mob: +233 (0) 244 111 612 / 242 624 422
Web: www.ipmp.edu.gh
Email: info@ipmp.edu.gh

Location

Kwabinya Main Station, Behind Lucky Oil, Same Building with Ga Rural Bank Ltd
1minute walk from the Kwabinya Tax Rank

Passport Picture

Kindly tick the programme you are applying for:

Accredited Diploma Programmes	Tick
Project Management Professionals	
Diploma in Agribusiness & Finance	
Diploma in Banking Technology & Accounting	
Diploma in Computerised Accounting	
Diploma in E- Marketing	
Diploma in Procurement & Supply Chain Management	
Diploma in Public Administration	
DBS Accounting Options	
DBS Marketing Options	
DBS Purchasing and Supply Options	
DBS Statistics Options	
DBS Entrepreneurship Options	
DBS Banking & Finance option	
Diploma in Public Finance & Accountancy Part I	
Diploma in Public Finance & Accountancy Part II	
Diploma in Accounting (ABCE)	
Diploma in Business Administration (ABCE)	
Diploma in Office Management (ABCE)	
Accounting Option (GBCE)	
Business Studies Option (GBCE)	

PART 1: NOTES**Institute of Project Management Professionals (IPMP)**

The Institute of Project Management Professionals (IPMP) is a Licensing and Regulatory Professional Body in Ghana, incorporated under the Companies Code, 1963 (Act 179) as a private Company limited by shares, duly registered as a Professional Body in accordance with the provisions of the Professional Bodies Registration Decree, 1973, National Revolutionary Council Degree 143 as Chartered Project Management Institute (CPMI) to train professionals in project management with NRCD Registration No. PB 68.

The Institute is approved by Ministry of Education through the Ghana Education Service (GES), a registered TVET Centre and a recognized professional body for Council for Technical and Vocational Education & Training (COTVET-Ghana), affiliate to National Board of Professional & Technical Examination (NABPTEX-Ghana), and American Academy of Project Management (AAPM-USA) for mentoring of its Professional Membership Examination, and an accrediting member of Global Alliance of Project Management Profession, (GAPPS-Australia)

Training and Development Units

The Training and Development Units of the Institute of Project Management Professionals creates, promotes and fosters individual and youth effectiveness by developing and offering an array of innovative and diverse diploma programs in support of the youth commitment to national development, partnerships, and organizational enrichment. The Training and Development Units of the Institute of Project Management Professionals is a vibrant and innovative unit at the forefront of offering distinctive diploma programmes that assure development of the next generation of managers, leaders and researchers.

The unit is a major player in the training of managers. It offers quality academic, professional and community outreach programmes that not only dovetails with national/local governance and human development, but also reflects the general developmental priorities of the Ghanaian state as enshrined in the 1992 Constitution. Through its academic programmes and research activities, the Training and Development Units has over the years been committed to the development of a new generation of competent, professional, effective and efficient managers critical to the transformation of the Ghanaian public, private, non-profit and non-governmental sectors. Members of faculty also conduct research, consultancy and provide support in the fields of public and development policy management.

The Training and Development Units offers programmes which prepare graduating students with the skills, knowledge and background to enable them function effectively as administrators and managers in private, non-government and non-profit organisations. The Training and Development Units offers Diploma programmes which are purposefully designed to respond to ongoing training and learning development for BECE and SSCE graduate. The programmes are also expected to address the administration and management challenges in Africa, educational quality and national development needs. The Training and Development Units of the Institute of Project Management Professionals does this in collaboration with relevant Education and Awarding Bodies in Ghana and Africa beyond, which includes:

- **The West African Examinations Council (WAEC)**, a non-profit-making organization, with its headquarters in Accra, Ghana, was established in 1952 after the Governments of Ghana (then Gold Coast), Nigeria, Sierra Leone and The Gambia enacted the West African Examinations Council Ordinances in 1951. Liberia became the fifth member of the Council in 1974. The enactment of the Ordinances was based on the Jeffrey Report, which strongly supported the proposal for the setting up of a

regional examining board to harmonize and standardize pre-university assessment procedures in the then British West Africa.

- **The National Board for Professional and Technician Examinations (NABPTEX)** is one of three bodies with the mandate to regulate the tertiary education sector. Reconstituted in 2004, eleven years after its inauguration, NABPTEX is fully aware of the challenges and opportunities presented by current trends in Ghana's tertiary education sector, as well as the need to position itself to enhance its value and relevance. NABPTEX has chosen to undertake a critical self-evaluation as well as examination of the operating environment.
- **The Technical Examinations Unit (TEU) of the Ghana Education Service** as already stated, is mandated to conduct technical examinations at the Craft, Advanced Craft, Technician and Diploma (DBS) levels in Ghana. The Unit, therefore, conducts, and awards certificates for the following examinations: Final examination of technical institutions (both public and accredited private institutions), Final examinations for the non-tertiary programmes of Polytechnic institutions including the Advanced Craft programmes, technician programmes and the Diploma in Business Studies (DBS). In addition, there are other special programmes which are examined by the Technical Examinations Unit for government and private agencies.

PART 2 - APPLICATION PROCEDURE

Thank you for your interest in studying for Faculty of Competency-Based Training & Learning of Institute of Project Management Professionals Diploma & Professional Programmes. In order to begin considering your application for the programme, we need you to complete the application form.

The Faculty of Competency-Based Training & Learning will acknowledge your application by email upon receipt. If you're concerned that we may not have received your application, please contact us on +233 244 111 612 or by email: info@ipmp.edu.gh

Enrolment Process: If your application is successful, the Faculty of Competency-Based Training & Learning will write to you with an offer and notify you of the enrolment dates. At enrolment you will be asked to complete the Institute's Enrolment Form, confirm your identity and qualifications, and organize payment of your fees (unless you're in receipt of a research studentship).

Studying for a Diploma & Professional Programmes

The Faculty of Competency-Based Training & Learning (FCBTL) of Institute of Project Management Professionals (IPMP) under the affiliation mentorship of National Board for Professional and Technician Examinations (NABPTEX), West African Examinations Council (WAEC), and Technical Examinations Unit (TEU) of the Ghana Education Service is offering a further studies tutorial which are mentored by Institute of Project Management Professionals Ghana and awarded by National Board for Professional and Technician Examinations (NABPTEX), or West African Examinations Council (WAEC), or Technical Examinations Unit (TEU) of the Ghana Education Service to continue their education ladder to the diploma level. The Diploma Programmes are awarded by any of the above bodies and the Professional Programmes are awarded by Institute of Project Management Professionals upon successful defense of a thesis at viva voce/oral examination. The research must be original and completed under the supervision of Institute staff.

Awarding of Diploma Programmes Certifications

- **WAEC Diploma:** A candidate who passes all the course in the Diploma programmes in a maximum period of two calendar years from the date of the first registration will be awarded

a Diploma Certificate in the area of study. A candidate who is unable to obtain a pass in all the Subjects within the stipulated period of two years from the date of the first registration will be issued single. ABCE/GBCE for each subject in which he/she obtains a pass by the West African

- **NABPTEX Diploma:** The National Board for Professional and Technician Examinations (NABPTEX) will ensure that final certificates and diplomas are awarded on merit so that the right calibre of students pass out of the non-university tertiary institutions, professional bodies and private institutions.
- **TEU-GES Diploma:** Technical Examinations Unit of the Ghana Education Service as already stated, is mandated to conduct technical examinations and award certificate to students who has successfully completed their Diploma in Business Studies (DBS).

Diploma Programme entry requirement are follows:

- Candidates who have obtained passes in the relevant subjects at the GCE 'O' Level/SSSCE/WASSCE/General Business Certificate/Royal Society of Arts Stage II/London Chamber of Commerce and Industry Stage II Level may be considered as eligible candidates for the examination.
- **Mature applicants:** Candidates must be at least twenty-five (25) years of age and must attach proof of age with birth certificates or other legitimate documentary evidence to the completed application forms. Mature applicants must pass the Entrance Examinations to be conducted in English Language, Mathematics and General Knowledge. The mature candidate must have the relevant working experience in the subject area.
- **Foreign applicants** may be admitted on the basis of qualifications from their home countries for which equivalence shall be determined by the National Accreditation Board (NAB) of Ghana and submitted to the University. Evidence of proficiency in English Language will be required in the case of applicants from non-English speaking countries. Foreign applicants are also requested to acquire Non-Citizen Ghana card as a pre-requisite for offer of admission. Foreign applicants who fail to provide evidence of having acquired this card will not have their applications processed.

PART 3: GUIDANCE

General

Before completing the form, please ensure to read these guidance notes. To apply, please complete the following application form, save as an electronic document and email this as an attachment (together with separate electronic documents containing any necessary supporting material) to info@ipmp.edu.gh

The Data Protection Act

The information that you give on your application form will be used for the following purposes only:

- To enable your application for entry to be considered
- To enable the Institute to compile statistics or to assist other organisations or individual researchers to do so, provided that no statistical information that would identify you as a person will be published
- To enable the Institute to initiate your student record

Section 1: Personal details

Surname/family name: The name you give will be that under which your application is filed and under which, if you are admitted, your application will be registered with Institute of Project Management Professionals. The form of your name should correspond exactly with your official documents, which you may be asked to produce as evidence of identity (eg passport).

Address: Enter the address that you are currently living at.

Email address: Enter the email address for all correspondence to be sent. Please notify any changes of address to the Research and Postgraduate Office.

Section 2: Residence and nationality

Please ensure that you complete this section providing copies of any relevant documentation.

Section 3: Immigration

Please ensure that you complete this section providing copies of any relevant documentation.

Section 4: Admission

Please give a provisional start date, either October or February. And indicate your intended mode of study and whether you are applying for programmes

Section 5 and 6: Educational record/language qualifications

Please provide details of previous degree/professional qualifications gained. If your application is based on qualifications attained outside the Ghana, you should also attach an electronic copy (eg a scan of the paper documents where necessary) of a **full transcript/educational record and qualifications** to your application email, including your test score if applicable.

Applicant's resident outside the Ghana, for whom English is not their first language, should normally have gained the required English language qualification not more than two years prior to entry.

Section 7: Employment history

Please provide details of your work experience and training, paid or unpaid.

Section 8: Proposal

Please submit a proposal to academic board for approval of project work which include a separate document containing the summary outline of your proposed research and any related practice.

Section 9: Proposed Industry for Research

Please indicate the industry in which you propose to undertake your professional research.

Section 10: Disability/special needs

The Institute encourages you to disclose any disability or medical condition that may affect your future studies. All offers are made on academic grounds and the information given will be used to help provide services that meet your needs.

Section 11: Criminal convictions

Please ensure that you answer the question on criminal convictions and attach any supporting material in a separate electronic document if appropriate.

Section 12: Referees

Please provide names and addresses of **two** academic referees and send each of them a copy of the separate referee form. It is the responsibility of each applicant to ensure that their referees have sent their references to the Institute. Please note the forms should be returned directly to the Research and Postgraduate Office by the referees.

Section 13: Further information

Please let us know how you came to hear of our research programme.

Section 14: Declaration

Any offer of a place you receive is made on the understanding that none of the information provided by you in the application process is fraudulent. In accepting the offer of a place you agree to abide by the Rules and Regulations of the Institute, and by emailing the application form you are confirming your agreement to do this. Once we receive your research proposal and application form, we will forward your application to relevant members of academic staff in the Institute who will assess the potential of your research project. We will contact you if we require you to produce further information. If we feel we may be able to supervise your project, you will be invited for an interview to discuss the proposal further with your potential supervisors. Once you accept the offer of IPMP degree it means you understand the accreditation standard of the Institute

Further information

For further information on research programmes offered at the Institute, please consult our website or contact the office:

Institute of Project Management Professionals, Ghana

Tel: +233 244 111 612 | 242 624 422

Email: info@ipmp.edu.gh

Web: <http://www.ipmp.edu.gh>

Diploma Application Form

Please complete this form in BLOCK CAPITALS

Course Details

Subject Area _____

Award Title PMP Diploma GBCE

Mode of Study Full Time Part Time Proposed Date of Entry -

Personal Details

Surname/Family Name _____ Male/Female

Middle Name _____

Adopted Surname _____

First Name(s) _____

Date of Birth (dd-mm-yy) --

Permanent home address * (see note)

Postcode

Telephone no. _____

Email address _____

Contact Address (if different from home address)

Postcode

Telephone no. _____

Email address _____

Fees Information

Who is expected to pay your fees? Yourself Sponsor Research Funding Body

Further Details

Country in which you have unrestricted right to reside/ live _____

Country of Birth _____

Nationality (as stated on your passport) _____

Have you been permanently resident in the Ghana for the last 3 years for other than educational purposes? Yes No Please give date of entry _____

Do you have any unspent criminal convictions in any country? Yes No

Passport Number _____

Learning Support Needs

Do you have a disability, medical condition or learning difficulty? Yes No

(If your answer is 'yes' Please give brief details; our Student Support Service will contact you and note that we will require documentary evidence of the above in order to make adjustments to the learning environment for you.)

Continue on separate sheet if necessary

Education, Qualifications and Training			
Higher Education/Further Education/Secondary Education (please list most recent first)			
Name of Institution	From (mm/yy)	To (mm/yy)	Full time?

Professional Qualifications Completed or Relevant Training Undertaken (please list most recent first)			
Qualification	Subject	Grade	Date Awarded

Continue on separate sheet if necessary

Qualifications Pending or Continuing training			
Qualification	Subject	Expected Grade	Date (mm/yy)

Continue on separate sheet if necessary

Professional Body Membership		
Professional Body	Number	Date Joined

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Continue on separate sheet if necessary

Employment

Current Employer

Name of Organisation _____

Address _____

Department _____

Job Title _____

Date appointed _____

Continue on separate sheet if necessary

Previous Employers (please list most recent first)

Organisation	Position Held	From (mm/yy)	To (mm/yy)

Continue on separate sheet if necessary

Supporting Information

Educational Evidence

Please indicate in general terms the area of your educational evidence. Please use the headings below to form the basis of your outline. Approximately 1-2 sides of A4 are expected.

- **Academic Certificate**
- **Academic Transcript**
- **Birth Certificate, National Identification**
- **Professional Certificates**
- **National Passport Copy if not Ghanaian**
- **Passport Picture**

Referees – Please provide two references on letter headed paper, signed and dated. We require two academic references to support applications for Diploma programme. Applicants for Professional Doctorates are to provide one academic and one professional reference.

Name of referee 1	Name of referee 2
Organisation	Organisation
Relationship to you	Relationship to you

Declarations

Do you have any unspent criminal convictions?

Yes No

A criminal record will not necessarily be a bar to obtaining a place at Anglia Ruskin Institute.

A satisfactory Criminal Records Bureau disclosure will be required for successful applicants to courses which include placements where students work with children or vulnerable adults.

Data Protection Act 1998

I agree to the Institute processing personal data contained in this form or other data which the Institute may obtain from other people. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any legitimate reason including communication with me following the completion of my studies.

In addition, I agree to the Institute processing personal data described as "Sensitive Data" within the meaning of the Data Protection Act 1998, such processing to be undertaken for any purposes as indicated in the declaration above.

If my employer/sponsor is supporting my studies by paying my fees/allowing me study time I agree to my employer/sponsor being informed of the progress of my application and of my studies if I am accepted onto the course.

Center Referral

To be completed if applying with the assistance of an IPMP Recruitment Centers (Agency)

I confirm that I give the following IPMP Partner authorization to discuss my application with staff, and receive correspondence from on my behalf.

Company Contact Person

Email Telephone Number

Declaration

I certify that, to the best of my belief, the information I have provided is complete and true.

Signature of Applicant **Date**

Signature of Guardian **Date**

if applicant is under 18 years

This application will only be processed when the required documentation is received

Please submit your completed application form with supporting documentation as follows:

The Registrar Office

Institute of Project Management Professionals
 Post Office Box CT, 4879, Cantonment, Accra, Ghana
 Mob: +233 (0) 244 111 612 / 242 624 422
 Web: www.ipmp.edu.gh
 Email: info@ipmp.edu.gh

Location

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