



## AVM SELF ASSESSMENT AND PROCESS GUIDE

The AVM program is the only program of its kind in the industry and distinguishes you as a venue manager with high-level accomplishments. It includes acknowledgement of formal education, industry knowledge, experience and skills.

STEPS TO UNDERTAKE	
<b>Step 1: DOCUMENTING EDUCATION AND EXPERIENCE</b>	
<p>Applicants must successfully meet the minimum <b>required 150 points</b>, as outlined below before submitting an online application.</p> <p>Use the following as a quick guide to calculate AVM application points.</p>	<b>SCORE</b>
<p><b>Tertiary Education (Maximum 50 points):</b></p> <ul style="list-style-type: none"> <li>• 50 points Post Graduate Qualification</li> <li>• 40 points Bachelor Degree</li> <li>• 35 points Diploma of Venue Management (10807NAT)</li> <li>• 30 points Diploma/Advanced Diploma Qualification = 30</li> <li>• 20 points Certificate IV</li> </ul>	
<p><b>Venue Management Experience – Minimum 2 years (Maximum: 50 points):</b></p> <ul style="list-style-type: none"> <li>• 10 points per year of experience in middle to senior level of management of a venue.</li> </ul>	
<p><b>Continuing Education Programs (Maximum: 50 points):</b></p> <ul style="list-style-type: none"> <li>• 10 points for attendance to each VMA, IAVM and or EVANZ annual congress/conference.</li> <li>• 5 points for attendance to other venue management industry conferences and seminars.</li> </ul>	
<p><b>Intensive Continuing Education Programs (Maximum: 50 points):</b></p> <ul style="list-style-type: none"> <li>• 20 points for completing both years of the VMA Venue Management School.</li> <li>• 20 points for attending the Leadership Institute.</li> <li>• 5 points per seminar/course for other venue management educational programs attended.</li> </ul>	
<p><b>Teaching and Program Participation (Maximum: 30 points):</b></p> <ul style="list-style-type: none"> <li>• Speaker, instructor or program committee member in a continuing education program. Add 5 points per program.</li> <li>• 15 points for VMS instructor/committee member (per year).</li> </ul>	
<p><b>Publications (Maximum 50 points):</b></p> <ul style="list-style-type: none"> <li>• 3 points per article.</li> <li>• 50 points per book for publications in the venue management industry.</li> </ul>	
<p><b>Professional and Community Activities (Maximum 20 points):</b></p> <ul style="list-style-type: none"> <li>• 2 points per year for service on a volunteer, community or professional association board or committee relevant to the venue management industry.</li> </ul>	
<p>If the 150 points are met, proceed to the <a href="#">four step application process</a>.</p> <p>Once submitted, applicants are advised if the AVM entry criteria are met.</p> <p>If the criteria is met, an invoice of \$200 plus GST will be issued, with payment required within 7 days of date of issue.</p>	<b>TOTAL</b>
<b>DEADLINE: No deadline; applications accepted year round.</b>	

### Step 2: PROVIDING REFEREES

- Provide the name of two senior manager referees within the industry who can attest to applicant's ongoing professionalism and commitment to excellence.
- VMA will send nominated referees the AVM Referee Form.
- The completed form must be returned to the VMA Education Manager as per the advised due date.
- Applicant advised of the receipt of completed Referee Forms.

DEADLINE: 2 weeks to complete and return.

### Step 3: UNDERTAKE AVM ASSIGNMENT

- Applicants issued the AVM Assignment.
- Instructions to complete are included within the assignment paper.
- Completed assignment forwarded to the VMA Professional Development Committee for assessing.

DEADLINE: 6 weeks to complete and return.

### Step 4: ASSIGNMENT RESULTS

- Applicant advised of pass or fail of the AVM Assignment.
- On successful AVM accreditation the applicant:
  - Can immediately begin using the AVM designation.
  - Will be recognised at the Venue Industry Congress Gala Dinner.

DEADLINE: Within 4 weeks of VMA receipt of completed assignment.

**Please note:** The VMA Professional Development Committee's decision is final regarding satisfactory completion of all required steps and decision to award accreditation. Applicants may be required to provide supporting documents to verify eligibility for this accreditation.