

Recognised Training Provider Information Pack

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Background

The World Partners in Asset Management Ltd (WPIAM) does not deliver preparatory training for either the CTAM or CAMA Exams. Whilst it is not mandatory that a candidate undertakes preparatory training prior to sitting the exam, WPIAM understands that some candidates may wish to do so to feel confident in approaching the exam. To facilitate candidates being able to choose suitable preparatory training, WPIAM may assess and endorse courses which meet the requirements of a preparatory training course.

WPIAM will recognise training courses as being suitable preparation for the Certified Asset Management Assessor (CAMA) exam where they provide coverage of all of the competencies specified the Global Forum on Maintenance and Asset Management Auditor Assessor Specification (see www.gfmam.org). The training course also needs to cover the ISO55001:2024 and GFMAM AM Landscape 3rd Edition (2024) documents to be suitable preparation for a candidate to undertake the CAMA Exam. These endorsed training courses as known as Recognised Training Courses, and the organisation who delivers the training becomes known as a Recognised Training Provider (RTP).

Requirements

1. To receive recognition, the competencies for the training course must cover the competencies specified in ISBN978 0 9871799 5 1 GFMAM ISO55001 Auditor Assessor Specification. The course must also cover the information in the ISO55001:2024 and GFMAM AM Landscape 3rd Edition (2024) documents.
2. In carrying out its business, the Training Provider shall ensure that its Staff and Instructors or Presenters maintain a high level of professional conduct at all times. The Training Provider and Staff and Instructors or Presenters must:
 - i. comply with any applicable legislation;
 - ii. maintain high standards of honesty, integrity, and trust;
 - iii. ensure that information is accurately interpreted and communicated, without bias;
 - iv. maintain confidentiality of personal information;
 - v. ensure learners and instructors are treated fairly;
 - vi. avoid any conflict of interest; and
 - vii. adhere to health and safety principles and contribute to a positive health and safety culture.
3. That the general performance of course participants at exams held at the conclusion of any recognised training program is broadly within the performance of course participants across the globe.

Benefits and Responsibilities of becoming an RTP

Benefits

In a marketplace full of training providers conducting preparatory training for the CAMA Exam, there is clear benefit to becoming endorsed by WPiAM as a Recognised Training Provider. Market credibility is a clear benefit; candidates will know that the RTP's course meets the requirements of preparing a candidate to undertake the WPiAM exam. WPiAM will also promote the RTP as an officially endorsed training course via the official RTP listing on the WPiAM website, as well as via social media channels. All RTPs receive endorsement publicly via social media channels multiple times throughout the calendar year.

There is also financial benefit to becoming an RTP; all current RTPs receive a discount off the retail cost of the CAMA Exam, enabling the RTP to bundle their training course fee and CAMA Exam fee in whatever way suits their business model.

Responsibilities

It is the RTP's responsibility to ensure their candidate is well prepared to undertake the CAMA Certification, which includes assisting the candidate with their Professional Profile. The candidate's Professional Profile is a mandatory requirement used to demonstrate compliance with the work experience competency component of the CAMA Certification. All candidates must upload their current CV and complete the industry experience section including years of experience and asset classes with which they have the work experience. There is a minimum of five years' work experience with asset classes to be eligible for the CAMA Certification. WPiAM suggests that all RTPs familiarise themselves with the WPiAM Professional Profile Guide v2 October 2024.

Process to become a Recognised Training Provider (RTP)

The first step in the process is for the applicant to complete the online application form, which can be found by following the link on the WPiAM website: https://www.wpiam.com/en_uk/recognised-training-providers/

There is an application fee to become an RTP. Once this fee is paid, the applicant must send the following documents to manager@wpiam.com:

1. WPiAM RTP Code of Ethics (signed)
2. Right to Material Declaration (signed)
3. The course materials for assessment
4. Company logo in high resolution png or jpg format
5. Link to company website

The WPiAM Technical Team will then evaluate the application and advise the applicant whether they have been successful.

Annual Renewal

To ensure that all Recognised Training Providers maintain a high standard and continue to comply with the requirements of being an RTP, all RTPs must go through the annual renewal process. Every 12 months (from the date the RTP was officially endorsed), the WPiAM office will contact the RTP and ask them to complete a renewal form, which contains questions such as how many candidates have undertaken the course in the past 12 months, how many have passed the CAMA Exam, and whether there have been any updates or changes to the course material. There is an annual renewal fee which is a small fee designed to recover admin costs associated with this process.

Right to Refusal

The World Partners in Asset Management retain the right to refuse any application to become an RTP or current RTP to renew RTP status. WPIAM holds a high standard for all Recognised Training Providers which includes successful exam outcomes for training candidates. WPIAM may also refuse renewal for an RTP if the RTP has not had any candidates undertake the CAMA Exam during the renewal period.

Recognised Training Provider Logo

The World Partners in Asset Management will issue a successful applicant with an official RTP logo, for their use in promotion of their Recognised Training Course. If for any reason, the WPIAM withdraws their endorsement of the Training Course as an RTP, the Training Provider is to cease use of the logo and all mention of being a WPIAM RTP via their marketing and advertising channels immediately.

How to Book a CAMA Exam

When the RTP wishes to register candidates for the CAMA Exam, they must advise the WPIAM office via email. The process is simple, as follows:

1. Candidates create their account via the WPIAM website: www.wpiam.com and the RTP assists their candidates to complete their Professional Profile, if required. Please note: candidates must use their legal name in their account as it appears on their government-issued ID.
2. Once the candidate's account has been created, the RTP sends an email to exams@wpiam.com listing the candidate's first name, last name and email address used to create the account. This email also needs to contain the *exam code* – which can be found on the WPIAM website in the exam calendar.
3. The Exam Coordinator registers the candidates and sends them an exam confirmation email, and then issues an invoice for all candidates to the RTP.

It is best practice for an RTP to pay their invoices prior to the candidates undertaking the CAMA Exam. If an RTP has outstanding invoices, WPIAM reserves the right to refuse any new exam registrations until invoices have been paid to date.

Contact Options

If you have any questions regarding your candidates' exams, please contact the Exam Coordinator at exams@wpiam.com. For all matters relating to your relationship with WPIAM, including marketing and promotion, please contact the Association Manager at manager@wpiam.com.