Institute of Outsourcing Management
Global Outsourcing Standards

DOCUMENT SUBMITTED OFFICIAL CONFIRMATIOM ONLY	
CV	
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Certificates	
Diplomas	
Degrees	
Transcripts	
Others	



MEMBERSHIP APPLICATION FORM

INSTITUTE OF OUTSOURCING MANAGEMENT
GLOBAL MEMBERSHIP & PROFESSIONAL QUALIFICATION APPLICATION FORM

Form Code: IOM/MEM/001
Version: Global Digital Edition
Mode: Online Application Portal

1. PURPOSE OF THIS FORM

This application form is used to:

- Apply for membership of the Institute of Outsourcing Management (IOM)
- Enrol into the IOM Professional Qualification Pathway
- Verify academic qualifications and professional experience
- Determine the appropriate entry level within the IOM professional framework
- Establish a global professional profile within the Institute

Completion of this form enables applicants to join a global community of professionals advancing best practice in outsourcing, enterprise services, and strategic operational leadership across private, public, and international sectors.

2. WHO SHOULD APPLY

This application is suitable for individuals seeking to develop professional capability, operational excellence, and leadership in outsourcing and enterprise service management.

Eligible applicants include:

- Students entering the IOM professional qualification pathway
- Graduates seeking careers in outsourcing, procurement, shared services, or enterprise operations
- Professionals working in vendor management, contract governance, supply chain, or service delivery
- Managers responsible for outsourcing operations, supplier performance, or service integration
- Professionals in finance, technology, analytics, digital transformation, or enterprise systems
- Government officials working in public procurement, outsourcing governance, or public-private partnerships
- Corporate leaders involved in enterprise transformation, global services, or outsourcing strategy
- Consultants and advisors delivering outsourcing programmes or operational improvement initiatives
- Academics, researchers, and policy specialists studying enterprise management, outsourcing, or global service ecosystems
- Entrepreneurs and founders developing outsourcing-enabled enterprises, service platforms, or global capability centres

3. IOM PROFESSIONAL LEVELS

Applicants may enter the Institute at one of the following levels depending on prior qualifications, professional experience, and recognition of prior learning.**LevelQualificationProfessional Stage**Level 1Certificate in Outsourcing & Enterprise PrinciplesFoundationLevel 2Advanced Certificate in Outsourcing PracticeOperationalLevel 3Diploma in Outsourcing ManagementTacticalLevel 4Advanced Diploma in Strategic OutsourcingStrategicLevel 5Professional Diploma in Global Outsourcing LeadershipExecutiveLevel 6Fellowship of the Institute of Outsourcing Management (FIOM)Thought Leadership

Typical Entry Requirements (Summary)

Level 1 – Certificate (Foundation)
- Secondary school qualification (O-Level, WAEC, A-Level, High School Diploma or equivalent)
- Open to school leavers and mature entrants via APL

Level 2 – Advanced Certificate
- Level 1 qualification or
- Relevant diploma or
- Minimum 1 year relevant work experience
- RPL permitted

Level 3 – Diploma (Tactical)
- Level 2 qualification or
- Recognised diploma or
- 2–3 years relevant experience

Level 4 – Advanced Diploma (Strategic)
- Level 3 qualification or
- Bachelor's degree or
- 3–5 years relevant experience

Level 5 – Professional Diploma (Executive)
- Level 4 qualification or
- Relevant Master's degree or
- Minimum 5 years senior professional experience

Level 6 – Fellowship (FIOM)
- Outstanding COE holders or equivalent senior professionals
- Normally 7–10+ years executive experience
- Admission through Fellowship panel review

Professional Designations and Membership Pathway

Qualification Level	Professional Recognition
Level 1	Outsourcing Foundations Badge
Level 2	Certified Outsourcing Specialist (COS) — Affiliate Member (AIOM)
Level 3	Outsourcing Integration Professional (OIP) — Associate Member (Assoc.IOM)
Level 4	Strategic Outsourcing Lead (SOL) — Associate Member (Assoc. IOM)
Level 5	Certified Outsourcing Executive (COE) — Eligible for Member (MIOM)
Level 6	Fellow of the Institute (FIOM)

Membership Recognition

Professional membership follows the pathway:
Affiliate (AIOM) → Associate (Assoc. IOM) → Member (MIOM) → Fellow (FIOM)

Membership is granted based on
- Qualification achievement
- Professional experience
- Ethical standing
- Commitment to continuing professional development

Foundational Knowledge Requirement (Important Policy)

Where an applicant enters the qualification pathway at an advanced level through **Recognition of Prior Learning (RPL)** or academic exemptions, the Institute may require completion of **selected foundational learning modules or assignments from earlier levels**.

This requirement ensures that all members possess a **consistent professional understanding of outsourcing governance, enterprise services, and ethical practice**, which are core to the Institute's professional identity.

SECTION A — PERSONAL INFORMATION
Full Legal Name (as appears on passport or national ID)

First Name

Middle Name

Last Name

Preferred Professional Title

Mr / Ms / Dr / Prof / Other

Preferred Name for Communication

Date of Birth

Gender (Optional)

Nationality / Citizenship

Country of Residence

Residential Address

Street Address

City

State / Province

Postal Code

Country

Mobile Number (with international code)

Alternative Phone (Optional)

Primary Email Address

LinkedIn Profile (Optional)

SECTION B — IDENTITY VERIFICATION

To comply with international professional membership standards, identity verification is required.

Type of Identification

☐ International Passport

☐ National ID Card

☐ Driver's License

Identification Number

Country of Issue

Expiry Date

Upload clear scanned copy.

SECTION D — POST-SECONDARY EDUCATION

List all post-secondary qualifications.

Qualification	Field of Study	Awarding Institution	Country	Year Completed	Grade/GPA
Upload:					

Academic certificates

Academic transcripts (if available)

SECTION E — PROFESSIONAL CERTIFICATIONS (OPTIONAL)

Certification	Awarding Body	Year Obtained	Status

Upload certificates where available.

SECTION F — EMPLOYMENT HISTORY

Provide details of your **three most recent professional roles**.

Employer	Job Title	Sector	Duration	Key Responsibilities

Sector Options

- ☐ Public Sector
- ☐ Private Sector
- ☐ Multilateral / NGO
- ☐ Consulting
- ☐ Entrepreneur / Founder
- ☐ Academia / Research
- ☐ Technology / Digital Services
- ☐ Financial Services
- ☐ Manufacturing / Industry

SECTION G — CURRENT PROFESSIONAL DETAILS

Current Employer / Organisation

Department

Current Job Title

Nature of Role

- ☐ Outsourcing Operations
- ☐ Vendor Management
- ☐ Procurement / Supply Chain
- ☐ Business Operations
- ☐ Digital Transformation
- ☐ Consulting
- ☐ Public Procurement
- ☐ Strategy & Enterprise Development
- ☐ Research / Policy
- ☐ Technology Services
- ☐ Other

Total Years of Professional Experience

Years of Experience in Outsourcing or Related Fields

SECTION H — IOM PROGRAMME ENTRY SELECTION

Select the level you wish to apply for.

- ☐ Level 1 — Certificate in Outsourcing & Enterprise Principles
- ☐ Level 2 — Advanced Certificate in Outsourcing Practice
- ☐ Level 3 — Diploma in Outsourcing Management
- ☐ Level 4 — Advanced Diploma in Strategic Outsourcing
- ☐ Level 5 — Professional Diploma in Global Outsourcing Leadership
- ☐ Fellowship Admission (FIOM)

Recognition of Prior Learning (RPL)

- ☐ Yes
- ☐ No

SECTION I — PROFESSIONAL STATEMENT

Provide a brief professional statement outlining:

- your interest in outsourcing and enterprise management
- your career objectives
- your motivation for joining the Institute

Maximum: **500 words**

SECTION J — PROFESSIONAL REFERENCES

Provide **two professional referees**.

Referee 1

Name

Organisation

Position

Email

Phone

Relationship to Applicant

Referee 2

Name

Organisation

Position

Email

Phone

Relationship to Applicant

SECTION K — EMPLOYER SPONSORSHIP (OPTIONAL)

Is your application supported by your employer?

☐ Yes

☐ No

Employer Organisation

Sponsor Name

Position

Email

Phone

SECTION L — PROFESSIONAL DISCIPLINARY HISTORY

Have you ever been:

subject to professional disciplinary action

removed from a professional body

disqualified from professional membership

☐ Yes

☐ No

If yes, provide details.

SECTION M — ETHICS AND PROFESSIONAL CONDUCT

☐ I confirm that the information provided is accurate

☐ I agree to abide by the **IOM Code of Ethics and Professional Conduct**

☐ I commit to maintaining the highest standards of professional integrity

SECTION N — ANTI-FRAUD AND MISREPRESENTATION DECLARATION

The Institute maintains a strict **zero-tolerance policy for fraud or misrepresentation**.

By submitting this application, you confirm that:

☐ all documents submitted are authentic

☐ no information has been falsified

☐ the Institute may verify credentials with employers, institutions, or credential verification services

SECTION O — SANCTIONS AND LEGAL DECLARATION

☐ I am not subject to international sanctions or professional restrictions

☐ I have not been convicted of serious fraud or financial misconduct

SECTION P — DATA PROTECTION AND PRIVACY

The Institute processes personal data in accordance with international privacy standards including principles reflected in the **General Data Protection Regulation (GDPR)**.

☐ I consent to the processing of my personal data.

SECTION Q — REQUIRED DOCUMENTS

Mandatory

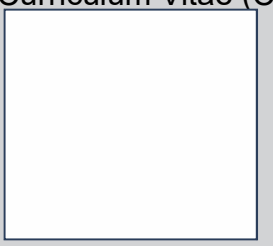
Government-issued identification

Secondary school certificate (O-Level or equivalent)

Academic certificates



Curriculum Vitae (CV)



SECTION R — APPLICATION REVIEW PROCESS

Applications are reviewed in three stages:

1 Administrative Screening

2 Academic and Professional Assessment

3 Admissions Decision

Processing time: **10–15 working days**

SECTION S — PROFESSIONAL DEVELOPMENT COMMITMEN

Members commit to continuous professional development (CPD).

Members agree to:

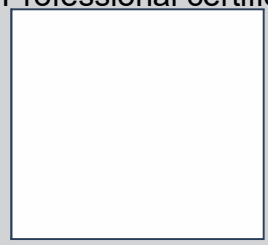
- Maintain professional competence
- Undertake regular professional learning
- Uphold the reputation and integrity of the Institute

SECTION T — RECOGNITION OF PRIOR LEARNING (RPL)

Applicants seeking advanced placement through professional experience must provide supporting evidence.

Evidence may include:

Professional certifications



Documented work experience



Consulting or project portfolios

Published research or policy contributions

Leadership roles in outsourcing programmes

Upload supporting documentation.

SECTION U — SIGNATURE AND DECLARATION

Applicant Name

Signature

Date

SECTION V — OFFICIAL USE ONLY

Application Number

Membership Category Assigned

Qualification Level Assigned

Admissions Committee Decision

☐ Approved

☐ Conditional Approval

☐ Additional Information Required

☐ Declined

Membership Number Issued

Date of Admission