

APM PRACTITIONER QUALIFICATION PREPARATION WORKSHOP

A 1-day interactive session - This session prepares prospective candidates with information and advice on the structure, format and methods of the Association for Project Management's (APM's) Practitioner Qualification (IPMA level C).

LEARNING OUTCOMES

As a result of this session, delegates will be able to:

- Understand what is involved in the APM PQ (IPMA level C) three day assessment center.
- Confirm their correct understanding to a sufficient level of the APM Body of Knowledge.
- Have practiced and have some experience of the activities of the assessment.
- Be aware of the 30 assessment criteria used and how to approach them.
- Be able to ask any questions to resolve any queries related to the complex assessment process.

TRAINING METHOD

This course is highly interactive and demands the full participation of the delegates to ensure they receive the maximum benefit.

WHO SHOULD ATTEND?

Those who are committed to or are considering taking the APM Practitioner Qualification.

The APM PQ is for Project Managers, Project Coordinators and Team Leaders with more than three years' experience of managing non-complex projects or those who have managed a key control function of a complex project.

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OVERVIEW

Assessment information

- Information and explanation of the range of activities and expectations involved in the assessment- the three elements of the process being individual written work, group planning work and an individual interview.

Review of written assessment activities

- Overview and review of the Business Case, its contents, style and the requirements for production of a business case under exam circumstances.
- Review and advice on the written exercise on incorporating value approaches and legal and contractual issues into the project.
- Discussion of the requirements for monitoring and controlling the project in an effective and appropriate way.
- Advice relating to the final written question.

Review of group work activities

- Outline of group session to plan the project and the requirements of what must be produced during this session- which includes elements of the project management plan including scope definition, risk planning, quality planning and stakeholder management.
- Outline and advise on session which tests negotiation and conflict management knowledge and ability.
- Review the change control process and ensure that delegates are prepared to conduct a valid change control evaluation as part of a group.
- Review of the considerations necessary to correctly conduct a post project review as part of a group.

Review of project management knowledge

- Discussion and review of the key project management knowledge related to the assessment criteria of the exam.

COURSE CONTENT

This session prepares prospective candidates with information and advice on the structure, format and methods of the Association for Project Management's (APM's) Practitioner Qualification (IPMA level C). The APM PQ assessment is a demanding three day event which involves a mixture of group work and written assessment and an individual interview. It is an assessment designed to observe leadership and team working behaviors as well as prove a deeper and practical working knowledge of the management of projects.

As such, being prepared with a knowledge of the details of the assessment process before attending is highly beneficial to candidates, allowing them to focus on ensuring they deliver in the right way in the exam. This course is designed to take delegates through the details of the assessment process and discuss and verify the behaviors and knowledge required to achieve this grade.

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