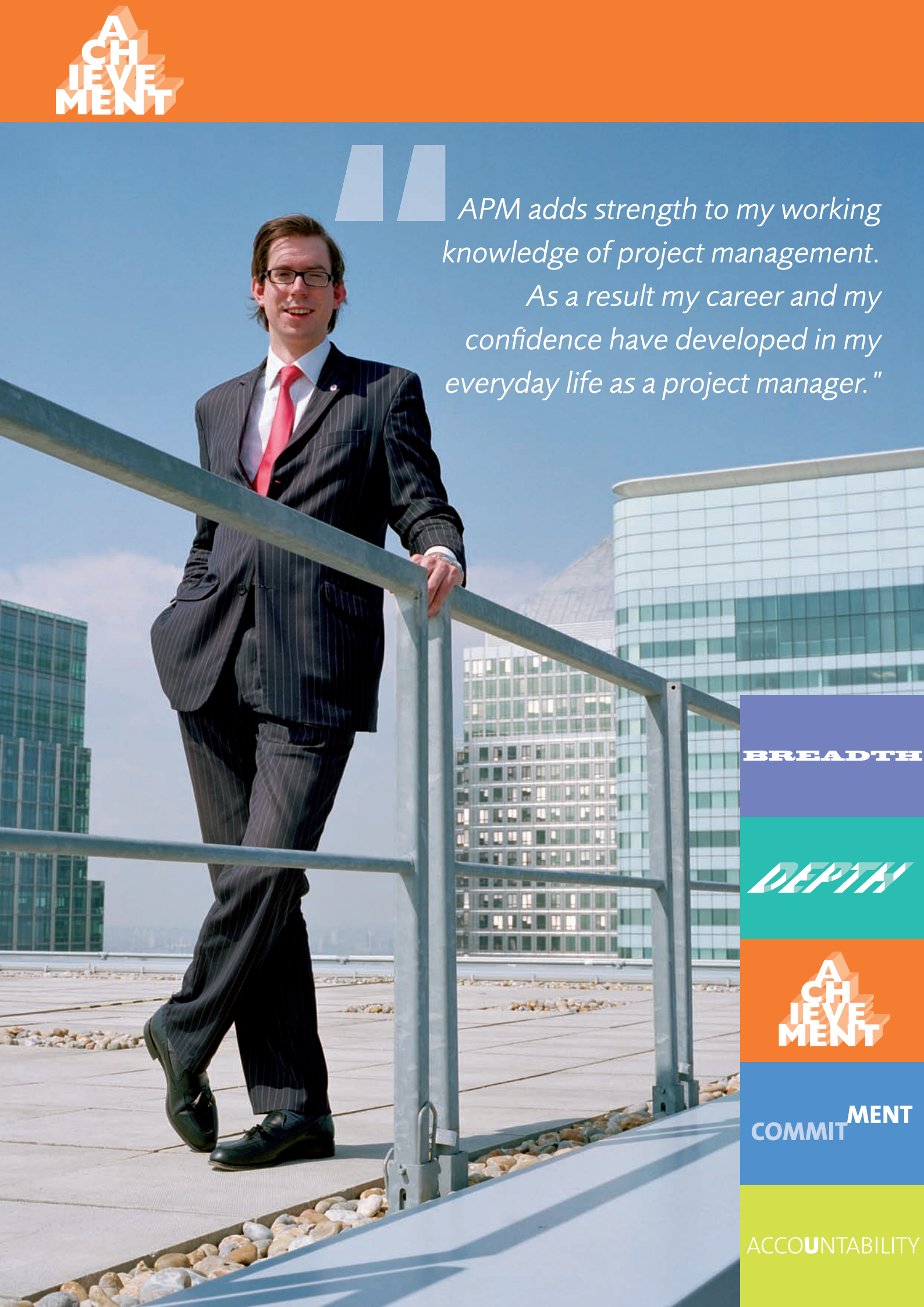




ACHIEVEMENT

Association for Project Management
Professional Qualifications



APM adds strength to my working knowledge of project management.

As a result my career and my confidence have developed in my everyday life as a project manager."

BREADTH

DEPTH

The 'ACHIEVEMENT' logo is repeated in a smaller size within the orange section of the vertical bar.

COMMITMENT

ACCOUNTABILITY

What is APMP?

APMP (IPMA Level D) is a knowledge-based qualification that enables candidates to demonstrate knowledge of all elements of project management. Candidates will be able to demonstrate an understanding of how these elements interact and how their project fits into their strategic and commercial environment. APMP is a qualification recognised both nationally and internationally giving candidates a qualification that can be carried from one job to another or from one industry to another.

Who is it for?

APMP is aimed at those wishing to achieve a broad level of project management knowledge so they can participate in projects from individual assignments through to large capital projects.

What is assessed?

APMP assesses breadth of knowledge in all areas of project management and covers 37 knowledge areas from the *APM Body of Knowledge 5th edition* including budgeting and cost management, conflict management, communication, earned value management, leadership, negotiation, procurement, sponsorship and teamwork.

How is it assessed?

There are two examination routes for the APMP qualification:

A three hour paper where candidates must answer ten from sixteen questions covering all 37 syllabus topics.

Or

For current PRINCE2® Registered Practitioners, a two hour paper that recognises prior learning. In this paper candidates must answer six from ten questions covering 25 syllabus topics.

Please visit our website at www.apm.org.uk/APMP to download the APMP Guidance Notes which contain full details of the examination process.

How can I study for this qualification?

You can study through APM Accredited Providers who offer the APMP certificate in a number of different formats including classroom, online, CD, public and in-house courses. The APMP sample paper, downloadable from our website, will support you in preparing for the examination.

If you wish to undertake self-study, you can enter an open examination run by APM. Visit our website at www.apm.org.uk/APMQualifications to apply.

PRINCE2® is the Registered Trade Mark of the Office of Government Commerce in the United Kingdom and other countries.

What is the Practitioner Qualification (PQ)?

The APM Practitioner Qualification (IPMA Level C) is a competence-based assessment and is recognised internationally through APM's membership of the International Project Management Association (IPMA).

Who is the Practitioner Qualification for?

The Practitioner Qualification is for more experienced project professionals who can demonstrate an ability to manage a non-complex project. You should hold the APMP qualification or demonstrate a good understanding of the *APM Body of Knowledge 5th edition* and show relevant Continuing Professional Development (CPD).

What is assessed?

You will be assessed against 30 criteria and must demonstrate that you can:

- understand project context and the overall business case;
- effectively apply project management planning;
- apply a risk management process competently to the project;
- optimise project plans to respond to a major change;
- monitor project progress and take suitable controlling action;
- plan and conduct a suitable post-project evaluation review;
- work effectively as a team member.

How is it assessed?

The APM Practitioner Qualification is achieved through a residential assessment centre focussing on:

- Individual work: You will answer written questions based on a case study including a question on current issues in project management.
- Group work: Working in groups you will be observed discussing and solving problems related to the case study.
- Interview: You will be interviewed by your lead assessor in a 30 minute interview.

How can I prepare for the Practitioner Qualification?

The Practitioner Qualification is available through our Accredited Providers. Preparation workshops are available from our Accredited Providers.

Can I become a member of APM after taking the Practitioner Qualification?

Those with the Practitioner Qualification are eligible to become full members of APM and to use the MAPM post nominals.

What is APM Certificated Project Manager?

The APM Certificated Project Manager (CPM) qualification (IPMA Level B) allows a candidate to demonstrate a high level of competence across the entire project life-cycle. This qualification verifies the experience candidates have gained via an assessment process against specific criteria, which culminates in a peer interview.

Who is it for?

CPM is for individuals with extensive experience of using project management disciplines and who have managed several projects from start to finish. Experience of the complete project lifecycle is required.

What is assessed?

The individual's personal and project management competencies are assessed, including:

- professional attitude, leadership skills, independent judgement, communication skills, vision, flexibility and self awareness;
- appropriate use of project management tools, techniques and methodologies, commercial acumen, problem solving and stakeholder management.

How is it assessed?

The assessment of your chosen project, which must have been completed within the last 5 years and encompass the complete project lifecycle, comprises three stages:

- Submission of application form, a self assessment form, curriculum vitae and a project précis.
- Completion of a project report.
- An interview with a panel of assessors.

The assessment must be completed within six months of your initial application.

How can I prepare for this qualification?

Visit our website at www.apm.org.uk/CPM to view the CPM self-assessment form and model candidate submission.

Can I become a member of APM after taking the CPM?

Holders of CPM are eligible to become full members of APM and to apply for APM Registered Project Professional (RPP) through a fast track route.

Please visit our website at www.apm.org.uk/rpp to find out more about RPP.

What is the Project Risk Management Single Subject Certificate?

The Project Risk Management Single Subject Certificate is a qualification which has two levels. It is designed to build on the knowledge gained in the APMP qualification or similar project management qualifications.

Who is it for?

Level 1 determines the candidate's knowledge of the subject, sufficient to allow them to contribute to risk management within a project.

Level 2 determines the candidate's knowledge, understanding and capability in the subject, sufficient to allow them to undertake formal project risk management.

What is assessed?

The learning outcomes for the qualifications are detailed in the APM Project Risk Management Certificate syllabus which broadly covers an understanding of risk principles and processes, risk identification and response to risk.

Do I have to take Level 1 before taking Level 2?

No, however, the Level 2 certificate assumes candidates will have knowledge of the Level 1 syllabus.

How is it assessed?

Full details can be found in the candidate guidance notes.

- Level 1 is a 60 question multiple choice examination that lasts for 1 hour.
- Level 2 is a 3 hour written examination, answering three questions, one compulsory and two from four optional questions.

How can I study for this qualification?

You can study through our Accredited Providers or through self study, using the reference texts detailed in the syllabus including the *APM Body of Knowledge 5th edition* and *Project Risk Analysis and Management Guide, 2nd edition*.

Should you wish to undertake self study you can enter an open examination run by the APM. Visit our website at www.apm.org.uk/APMQualifications to apply.



APM Introductory Certificate in Project Management

The Association for Project Management's qualifications structure goes beyond just understanding what project management is by developing an understanding of how projects are managed. This will give you the key to appreciating how to manage a project to successfully meet its objectives.

The 4-level structure will take you from the first steps of a successful project management career through to a senior professional responsible for significant projects and programmes. Three of the APM qualifications are aligned to the International Project Management Association (IPMA) and provide you with the perfect support for your project professional career.

APM qualifications are an essential part of the APM Five Dimensions of Professionalism by recognising your achievement and supporting you wherever you are in your career.

What is the Introductory Certificate?

The APM Introductory Certificate in Project Management offers a fundamental awareness of project management terminology for those wishing to gain a broad understanding of the principles of the profession.

Who is it for?

No prior knowledge or experience is required for this qualification which will offer the individual the knowledge to make a positive contribution to any project.

What is assessed?

The Introductory Certificate in Project Management assesses the key elements of the project management lifecycle and covers 27 knowledge areas from the *APM Body of Knowledge 5th edition* including planning and scheduling, communication, teamwork, resource management, project risk management and project reviews.

How is it assessed?

Assessment is through a 60 question, multiple choice examination, taken over 1 hour. Please visit our website at www.apm.org.uk/introcert for the Introductory Certificate Candidate Guidance Notes which provide full details of the examination process.

How can I study for this qualification?

You can study through APM Accredited Providers who offer the Introductory Certificate in Project Management in many different formats including classroom, online, CD, public and in-house courses. The Introductory Certificate sample paper will support you in preparing for your examination.

You can also self-study; '*Starting Out in Project Management*' is a helpful guide to project management and a detailed study guide that will support readers wishing to undertake APM's Introductory Certificate in Project Management. Should you wish to undertake self study, you can enter an open examination run by APM. Visit our website at www.apm.org.uk/APMQualifications to download the qualifications application form.

Association for Project Management

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FIVEDimensions of Professionalism

APM 5 Dimensions of Professionalism

The Association for Project Management supports professional values. These five dimensions provide a framework that helps you develop your career.

Breadth

The APM Body of Knowledge defines the knowledge needed to manage any kind of project. It underpins many project management standards and methods including the National Occupational Standard in Project Management.

Depth

The APM Competence Framework provides a guide to project management competences. It is part of your professional toolkit; mapping levels of knowledge and experience to help you progress your skills and abilities.

Achievement

APM qualifications take your career in new and exciting directions. They are recognised across the profession and aligned with IPMA's 4 level Certification Program.

Commitment

Continuing Professional Development helps develop your project management practice. A targeted development plan will enhance your project management career.

Accountability

The APM Code of Professional Conduct outlines the ethical practice expected of a professional. Becoming an APM member shows your commitment to the code and sets you apart from others.