



# **APM** QUALIFICATIONS

**THE CHARTERED BODY FOR THE  
PROJECT PROFESSION**



**APM recognises the importance of keeping qualifications up to date and relevant, so they reflect the knowledge that you have, the work that you do and the skills that you have developed.**

Our APM Project Fundamentals Qualification and APM Project Management Qualification have been refreshed in line with the *APM Body of Knowledge 6th edition*. Providing the next progressive step is the APM Project Professional Qualification that offers a comprehensive assessment of professional project management capability. Also available are the APM Practitioner Qualification and the APM Project Risk Management Single Subject Certificate.

APM Registered Project Professional (RPP), whilst not a qualification is a pan sector standard that demonstrates responsible leadership and the competences necessary for effective project, programme or portfolio management.

So you can see the APM qualifications are fresh, relevant and the perfect way to support your learning and development as you progress through your career.

Find out more about APM qualifications and keep up to date with the latest developments at [apm.org.uk/APMQualifications](https://apm.org.uk/APMQualifications)

## APM Project Fundamentals Qualification

### **What is the APM Project Fundamentals Qualification?**

The APM Project Fundamentals Qualification 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 APM Project Fundamentals Qualification assesses the key elements of the project management lifecycle and covers knowledge areas from the *APM Body of Knowledge 6th 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 one hour. Please visit our website at [apm.org.uk/fundamentals](http://apm.org.uk/fundamentals) for the 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 APM Project Fundamentals Qualification in many different formats including classroom, online, CD, public and in-house courses. You can even choose to take the examination online at a time and location to suit you.

The sample paper available on our website will support you in preparing for your examination.

You can also self-study; the *APM Project Fundamentals Qualification Study Guide* is a detailed study guide that will support readers wishing to undertake the APM Project Fundamentals Qualification. Should you wish to undertake self-study, you can enter an open examination run by APM.

Visit our website at [apm.org.uk/APMQualifications](http://apm.org.uk/APMQualifications) to find out more and download the qualifications application form.

## APM Project Management Qualification

### What is the APM Project Management Qualification?

The APM Project Management Qualification (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. It gives candidates a qualification that can be carried from one job to the next or from one industry to another.

### Who is it for?

The APM Project Management Qualification 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?

Breadth of knowledge in all areas of project management is assessed by the APM Project Management Qualification and covers knowledge areas from the *APM Body of Knowledge 6th edition* including budgeting and cost management, conflict management, communication, earned value management, leadership, negotiation, procurement, sponsorship and teamwork.

### How is it assessed?

■ **A three hour paper** where candidates must answer ten from sixteen questions.

Or

■ **What if I am a registered PRINCE2® Practitioner?** There is a fast-track route for current registered PRINCE2® Practitioners: **a two hour paper** that recognises prior learning. In this paper candidates must answer six from ten questions.

Please visit our website at [apm.org.uk/management](http://apm.org.uk/management) to download the candidate 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 APM Project Management Qualification in a number of different formats including classroom, online, CD, public and in-house courses. The sample paper, downloadable from our website, will support you in preparing for the examination. If you wish to undertake self-study the *APM Project Management Qualification Study Guide* is a detailed study guide that will support readers wishing to undertake the APM Project Management Qualification. You can enter an open examination run by APM, visit our website at [apm.org.uk/APMQualifications](http://apm.org.uk/APMQualifications) to apply.

## APM Project Professional Qualification

### What is the APM Project Professional Qualification?

The APM Project Professional Qualification (PPQ) is an examination based qualification that assesses candidates' capability in delivering professional projects, programmes and portfolios. Covering the core competences all project professionals require, alongside the specific skills required to succeed in project, programme or portfolio management environments, the APM Project Professional Qualification provides the most comprehensive assessment of professional project management capability available.

### Who is it for?

The APM Project Professional Qualification is aimed at any project practitioner who:

- works in a project, programme or portfolio management environment.
- holds the APM Project Management Qualification or equivalent and is looking for the next step in their professional journey towards APM Registered Project Professional (RPP).
- is looking to become a Full member of APM (MAPM).

### What is assessed?

You will be assessed on the following three mandatory core modules:

- Professionalism and managing others
- Planning and control
- Governance

You will have to choose one of three elective modules:

- Project management
- Programme management
- Portfolio management

### How is it assessed?

In order to achieve the APM Project Professional Qualification, candidates are required to pass three core and one elective module. Each module is a three hour examination, which includes four questions based on a specific scenario. Candidates receive a Record of Achievement for each module passed and are awarded a certificate for the APM Project Professional Qualification on successful completion of all four qualifying modules within three years of study.

### How can I study for this qualification?

APM Accredited Providers offer courses of study for the APM Project Professional Qualification. Visit our website at [apm.org.uk/APMQualifications](http://apm.org.uk/APMQualifications) to apply.



## RPP – the project professional standard

### APM Registered Project Professional

#### **Looking to take your project management career beyond the APM Project Professional Qualification?**

Then you should consider APM Registered Project Professional (RPP), the professional standard from the Association for Project Management. APM Registered Project Professional (RPP) is a pan-sector standard that demonstrates responsible leadership and the competences necessary for effective project, programme or portfolio management.

RPP robustly assesses all elements of the APM FIVE Dimensions of Professionalism in a single standard. It raises the bar of project professionalism thereby enhancing professional status and recognition.

#### **Who is it for?**

APM Registered Project Professional recognises the diverse paths individuals take into the profession.

RPP is for anyone who has either:

- a minimum of seven years' project management experience or;
- achieved the APM Project Professional Qualification (PPQ) or APM Practitioner Qualification (PQ). Holders of these qualifications will undertake a reduced written submission.

This offers applicants the opportunity to achieve RPP based on prior experience or via a structured training and development route recognised through APM's professional qualifications.

RPP is available to anyone, from any professional background or industry sector, with experience of managing others in a project environment.

#### **Why become an APM Registered Project Professional?**

There is a growing recognition of the value that competent and capable project professionals can offer to all areas of society. APM Registered Project Professional sets project professionals apart through a robust assessment of the APM FIVE Dimensions of Professionalism delivering benefits to individuals and organisations.

For the individual it is a demonstration of their competence, ethical behaviour and commitment to continuing development that makes them stand out from the crowd.

The wider public can be confident that their project management community has been externally assessed as competent and dedicated to their own continuing development. For employers, developing and recruiting APM Registered Project Professionals is a visible investment in their desire to deliver competitive advantage through improved project delivery.

Visit [apm.org.uk/rpp](http://apm.org.uk/rpp) for more information.



## APM Practitioner Qualification

### **What is the APM 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 APM Practitioner Qualification for?**

The APM Practitioner Qualification is for more experienced project professionals who can demonstrate an ability to manage a non-complex project. You should hold the APM Project Management 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 for 30 minutes by your lead assessor.

### **How can I prepare for the APM Practitioner Qualification?**

The APM Practitioner Qualification and preparation workshops are available from APM Accredited Providers.

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

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



## APM Project Risk Management Single Subject Certificate

### **What is the APM Project Risk Management Single Subject Certificate?**

The APM Project Risk Management Single Subject Certificate is a qualification which has two levels. It is designed to build on the knowledge gained in APMP: The APM Project Management 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, available on our website.

- Level 1 is a 60 question multiple choice examination that lasts for one hour.
- Level 2 is a three hour short written answer paper with questions based on a supplied case study. Candidates are required to answer three questions, one compulsory and two from four optional questions.

### **How can I study for this qualification?**

You can study through APM 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 APM. Visit our website at [apm.org.uk/APMQualifications](http://apm.org.uk/APMQualifications) to apply.

## IPMA Level A and B qualifications

### **What are IPMA Level A and B qualifications?**

IPMA Level A and IPMA Level B are IPMA's highest internationally recognised qualifications in project, programme and portfolio management.

The IPMA Level A and B qualifications allow applicants and candidates to demonstrate their ability to manage very complex programmes or portfolios through IPMA Level A and complex project(s) through IPMA Level B.

### **Who is it for?**

IPMA Level A (Certified Projects Director) and IPMA Level B (Certified Senior Project Manager) certificate holders are able to demonstrate the capabilities of a responsible leader, have the ability to manage complex projects and have used appropriate tools, processes and techniques.

The applicant selects which IPMA level (A or B) and domain (project, programme or portfolio) they intend to apply for in their application based on their experience and by using the APM Competence Framework 2nd edition.

Applicants only become candidates if they are able to provide evidence to meet the minimum experience requirements (entry criteria) in their application.

### **How are the qualifications assessed?**

The assessment process for IPMA Level A and IPMA Level B is in English and has three stages:

**Stage 1 Application** – to demonstrate the applicant's achievements, career development and provide an executive summary of their role and responsibility in terms of complexity and a report proposal for consideration that meets the minimum experience requirements above for the level applied for.

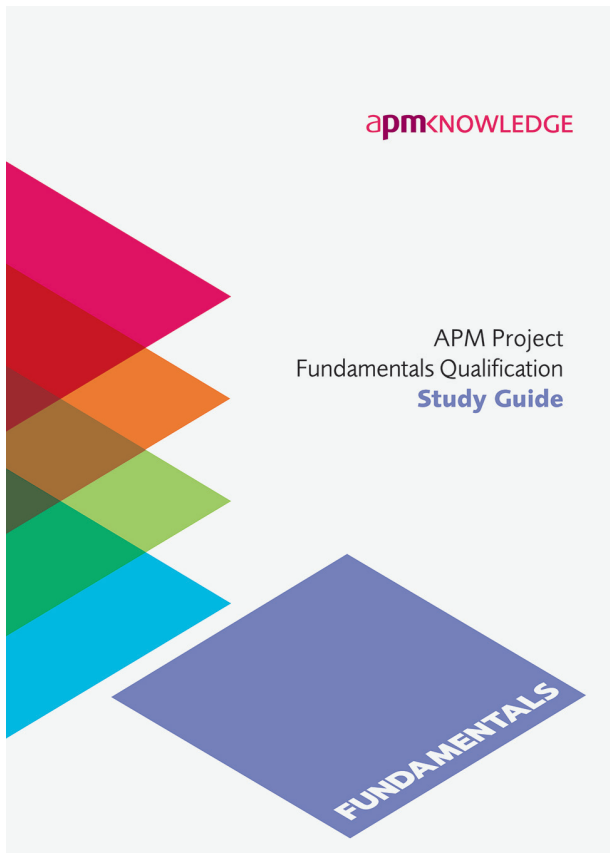
**Stage 2 Report** – to provide evidence and demonstrate the candidate's competence.

**Stage 3 Interview** – an interview with two APM assessors to assess achievements and competence.

Successful candidates must be able to provide evidence of leadership in a complex environment and demonstrate competence at the level they are applying for within the environment.

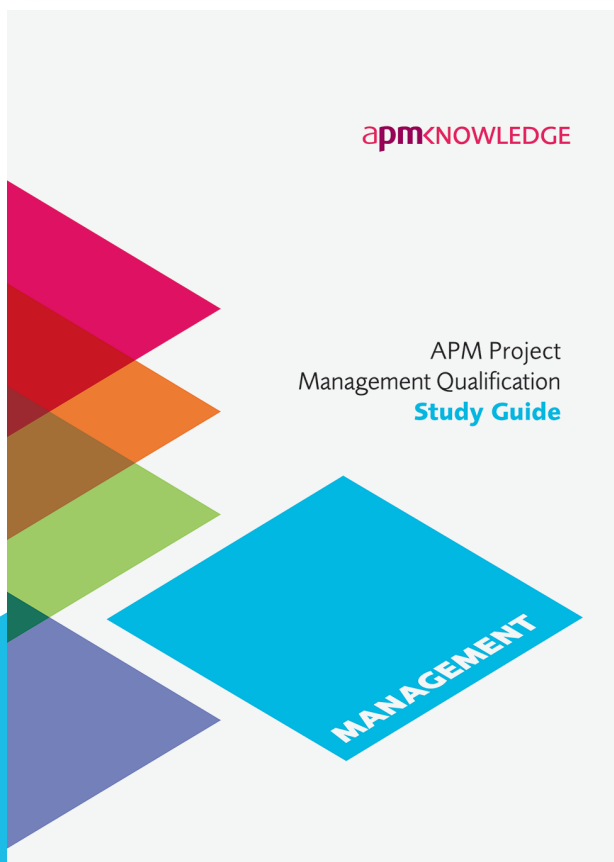
Visit [apm.org.uk/APMQualifications](http://apm.org.uk/APMQualifications) for more information.

## Study guides available



### APM Project Fundamentals Qualification

- A clearly defined set of learning objectives at the start of each section.
- A clear set of project management definitions based on the *APM Body of Knowledge 6th edition*.
- A developing case study, designed to bring the theory to life, with learning exercises and quick quizzes to help readers apply what they've learnt.



### APM Project Management Qualification

- Definitive explanations of each syllabus topic in simple language.
- Exercises to consolidate the theory.
- Lots of advice, guidance, hints and tips on how to prepare and take APMP: The APM Project Management Qualification.

Order your copy now at  
[apm.org.uk/publications](http://apm.org.uk/publications)

**10% discount**  
available for existing members

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