

IPMA»

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# CANDIDATE GUIDANCE NOTES

IPMA Level C: Certified Project Manager

This document provides candidates with guidance on the processes involved in obtaining the qualification.

## Level definition:

The *management* of others in *moderately complex* projects, throughout the life-cycle and through the *application* of knowledge across all competences.

- Acting in a moderate complex environment.
- Responsible in a project management role with moderate complexity within an organisation.

## Eligibility:

Minimum of three years' experience as a project manager within projects of moderate complexity.

OR

Minimum of three years' experience in a responsible project management role assisting the project manager in complex projects.

## Prerequisite:

All experience for level C must have been obtained within the last six years.

The evidence timescale can be extended by four years with justification.

The qualification is a two-stage process:

**Stage one** is the application stage, which includes a complexity indicator evaluation, so candidates can determine whether they are applying for a qualification that is at the correct level. Candidates will also be asked to sign a self-assessment statement to confirm they have read all the appropriate materials and documentation and are applying to the correct level.

- Application
- CV
- Executive summary report
- Complexity indicator evaluation
- Referee declarations

**Stage two** is the assessment itself.

- Report
- Written exam
- An extended interview

## Qualification overview:

### Guidance for each stage:

#### STAGE ONE:

The information provided at this stage is assessed to determine whether the evidence provided by the candidate has met the eligibility criteria to progress to stage two.

#### TOP TIP!

Candidates have 18 months to complete the qualification from the date the application is accepted. Candidates must pass each assessment stage before moving onto the next one.

**If a candidate is applying directly via APM they will need to submit their report as part of the application stage of the qualification.**

## Application form and supporting information

Candidates will need to provide the following information:

- Personal contact details
- Qualifications undertaken
- Professional activity
- CPD log
- Reference declaration
- Applicant declaration

## CV for initial certification

A candidate's CV must include, as a minimum, the following information;

- Name and contact details
- Career history
  - Project/programme/portfolio roles and positions held
  - Degrees and coursework for accredited institutions of higher learning
  - Professional certifications and qualifications
  - Project, programme, portfolio management training
  - Professional memberships
  - Other professional development

In addition, candidates must also provide a summary of relevant projects/programmes/portfolios they have managed or been involved in.

## Executive summary report

Each candidate shall submit a report of at least 15 pages which shall include;

- Information on their current organisation to include company details, industry and project types, principle objectives of the organisation and the business unit in which the candidate is employed.
- A one-page summary for each of the projects/programmes/portfolios which are being used to support the application.
- The role of the candidate in their organisation to include an organisational structure chart, which identifies their position, their area of responsibility, an overview of the project management procedures they use and their relationship with all stakeholders.
- A description of how they have led each project/programme/portfolio and how they meet the complexity criteria for level C.

## Complexity indicator evaluation

Candidates are required to evaluate the complexity of the project(s) submitted as assessment evidence. Candidates must attain an appropriate complexity score for the level applied for. Details of the complexity indicators and the evaluation form can be found in the application pack.

## Self-assessment statement

Candidates are required to read the appropriate level specification and syllabus and to sign a self-assessment statement to confirm they can evidence all the learning outcomes and assessment criteria in the syllabus and can meet the level descriptor for the level applied for.

## Referees

Candidates are required to provide two reference declarations along with their application pack. The referees need to be familiar with the candidate's work experience.

A template for the reference declarations are included in the application pack. Two reference declarations will need to be completed along with the application form.

### STAGE TWO:

The following relates to the demonstration of knowledge, skills and abilities.

## Report

A candidate will submit a 25-page report (font size 11) based on projects which have been referred to in the executive summary report. A maximum of 15 additional pages may be used in the form of supportive appendices. Please use the report template provided.

The report will focus on the application of their leadership of others, using the competence elements for the level being assessed. The level of complexity described in this report must correspond to the level applied for.

The report must contain, as a minimum, the following information;

- **Background:** a detailed description of the project, the candidate's role in context, key stakeholders and objectives, project organisation and the associated resources for which the candidate is responsible (maximum three sides of A4).
- **Description of the management and leadership challenges:** this should include how these were addressed, results achieved and a reflection on these results and lessons learned (maximum three sides of A4).
- **Competence assessment:** one side of A4 per competence element explaining how the candidate has demonstrated the assessment criteria for level C.

The report should include project(s) where their role has been sufficiently involved to enable them to cover all the CEs that are assessed in the report and interview. Candidates can not refer to project(s), programme(s) or portfolio(s) in the interview that are not included in the report. The report will assess the specific CEs that are detailed in the relevant specification.

### TOP TIP!

Candidates are advised to use a recognised report structure such as the STAR approach (Situation, Task, Action, Result) when writing about the management challenges they have encountered.

## Written exam

The two-hour written exam will ask short answer questions and will be focused on testing a candidate's ability to apply knowledge.

At the examination candidates will receive a card with their test code and candidate number. The candidate number must be entered onto each answer sheet submitted, together with the question number and page number.

Candidates need to answer all 12 questions in the level C examination, scoring at least one mark for each question.

## Extended interview

The 90-minute extended interview will serve two purposes. Primarily the extended interview will relate to specific competence elements and key competence indicators. However, the extended interview would be used, where necessary, to support a candidate to achieve competence elements which have not previously been met. This will help to ensure that the minimum percentage of competence elements and key competence indicators have been achieved.

## Final evaluation

During the final evaluation stage of the path the assessor will determine if the candidate has demonstrated sufficient knowledge, skills and abilities in a project management context and at the relevant level of competence.

All candidates will receive results information which will indicate whether the required standard has been met or whether a candidate is not yet competent. If the candidate is deemed to be not yet competent the feedback provided will highlight areas of development that can be addressed before any potential re-take or re-assessment.

## **Important information**

For further information on exam regulations, pass marks and special arrangements for this qualification, please visit the FAQ's section on our website.

### **TOP TIP!**

Candidate feedback will only be provided if the candidate is deemed to be not yet competent.

Results for each stage of the qualification will be sent via email, with any applicable feedback attached.