

APM Introductory Certificate



Course Objective

The qualification is designed to enable candidates to understand the language of project management and the structure of a successful project. After attending the course delegates will be able to take an active part in a project team and make a positive contribution to any project environment.

Delegate Profile

Attendance on this course does not require any prior knowledge or experience of project management. The qualification is designed for anyone looking to start a successful career in project management and for those wanting to understand the principles of project management excellence.

Depending on the culture within their organisation delegates may choose to take this qualification before or after the PRINCE2 Foundation qualification.

Topics Covered

Planning & scheduling
 Communications
 Quality management
 Teamwork
 Resource management
 Risk management
 Handover
 Review

Trainer Profile

All trainers delivering AFA's APM courses hold the APM Practitioner qualification as well as being experienced project management professionals. The use of hybrid trainer-managers is of great benefit to delegates and ensures that illustrations and anecdotes have up-to-date validity and that the training given, whilst being true to the syllabus, is also pragmatic.

Location and Duration

AFA open courses take place approximately bi-annually at a range of locations across the UK. All venues have been chosen for their modern equipment and ease of access from major road, rail and air routes. Alternatively client events can be arranged either on-site or at a suitable venue nearby. A full open course schedule can be found at <http://www.afaprojects.com/courses/search/>.

This course takes place over two days, including the optional Introductory Certificate examination. Delegates should be aware that evening preparation and consolidation will be required by those who wish to pass the exam.

ProjectCoach

AFA is pleased to introduce ProjectCoach, a new premium service which is completely free of charge to AFA clients. This confidential service gives every delegate the opportunity to have a document reviewed by one of AFA's experienced consultants.

AFA Atrium

The AFA Atrium is a secure online document repository, for use by all delegates on AFA's courses. The Atrium will provide a range of value-added resources for use by delegates before, during & after classroom training.

Guaranteed Courses

AFA guarantees all course dates in England. We believe that delegates should not have to worry about cancelled courses or transferring dates.

Course Arrangements and Cost

Open course places cost from £695+VAT per delegate.

Included in the cost of the course are:

Joining instructions and pre-course preparation pack

Examination Fee

Printed course material

Course refreshments

ProjectCoach Service

Joining instructions including pre-course exercises are sent out approximately 2 – 3 weeks before the course start date.

Exam Information

Foundation

- Question booklet contains 60 questions.
- Pass mark is a total of 36 or more out of a possible 60 (60%).
- 1 hour multiple choice, closed book.

We focus on the exam, so you can focus on the method.

AFA has always played a full part in the Best Practice community. AFA trainers and consultants have served on the editing and review teams for all recent updates of the guidance manuals, including the APM Body of Knowledge publication. Several AFA trainers are examiners or assessors for one or more of the methodologies.

We would be pleased to provide a quote for an in-house event, based on location and delegate numbers. Course timetables can be tailored to meet client requirements. Please contact us for further information.

Why AFA?

AFA was established sixteen years ago as a management consultancy organisation. In 1996 AFA became one of the original group of PRINCE2® Accredited Training Organisations under the scheme administered by APM Group on behalf of the UK Cabinet Office. AFA quickly established a reputation for being able to deliver training courses that combine excellent exam pass rates with realistic and practical guidance ensuring maximum skills transfer.

AFA continues to specialise in the Best Practice methods, becoming accredited at the earliest possible opportunity to deliver training in:

MoP™ portfolio management

PRINCE2® project management

MSP® programme management

P3O® portfolio, programme and project support offices

M_o_R® risk management

Four further training strands complete the AFA offering:

Change Management – accredited by the APM Group

Benefits Management – developed from experience of MSP training & implementation

ITIL® Service Management – accredited by ISEB

MoV™ Management of Value – accredited by the APM Group

We believe that this unique combination of expertise allows us to help organisations to maximise the benefits of their change initiatives.

Contact Details

If you would like further information or wish to make a booking please contact Stuart Flatt at Stuart.Flatt@AFAProjects.com or on 01362 692973, or book online at www.AFAProjects.com.