

APM Introductory Certificate

Course Objectives

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

The course will cover the principles of project management including:

- 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.

Duration

This course lasts two days culminating with the one hour, 60 question, multiple-choice exam

Location

Courses take place in either London or Cambridge approximately every two months. Venues are chosen for their modern equipment and ease of access from major road, rail and air routes.

Cost

The cost of attending this non-residential event is £695+VAT including exam fee.

Course Arrangements

Included in the cost of the course are:

- Joining instructions and pre-course preparation pack
- Printed course material
- Examination fees
- Daytime refreshments

Joining instructions are sent to delegates approximately 2 – 3 weeks before the course start date. It is essential that the pre-course preparation is completed.

Why AFA?

AFA was established fifteen 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 Office of Government Commerce. 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:

- MSP[™] programme management
- M_o_R[®] risk management, and
- P3O[®] portfolio, programme and project support offices

More recently, five further training strands have been added to the AFA offering:

- Project management qualifications regulated by the Association for Project Management
 1. APM Introductory Certificate
 2. APMP
- Change Management – accredited by the APM Group
- Benefits Management – developed from experience of MSP training & implementation
- ITIL[®] Service Management – accredited by ISEB
- Portfolio Management – helping you to deliver the right projects and programmes

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