



**APM**  
QUALIFICATIONS



**APM recognise the importance of keeping examinations 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.**

In 2014, we are refreshing the suite of APM qualifications and we are delighted to tell you that this will include the launch of two new qualifications at IPMA Level A and Level B. These new qualifications will include programme and portfolio management and will complete the suite of qualifications that can support you throughout your project professional career.

Our Introductory Certificate (The APM Project Fundamentals Qualification) and APMP (The APM Project Management Qualification) have been refreshed in line with the *APM Body of Knowledge 6th edition* and our APM Practitioner Qualification is now under review. Meanwhile, the APM Registered Project Professional designation continues to distinguish those able to demonstrate the capabilities of a responsible leader, who can manage a complex project and use appropriate tools, processes and techniques.

So you can see that APM Qualifications are fresh, relevant and the perfect way to support your learning and development throughout your career.



Find out more about APM Qualifications and keep up to date with new product launches at **[apm.org.uk/qualifications](https://apm.org.uk/qualifications)**

Book your APM qualification now, with exclusive discount for APM Members:

## Introductory Certificate – The APM Project Fundamentals Qualification

### What is The APM Project Fundamentals Qualification?

The APM Project Fundamentals Qualification (Introductory Certificate) 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 1 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 Introductory Certificate in Project Management – 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 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 [apm.org.uk/APMQualifications](http://apm.org.uk/APMQualifications) to find out more and download the qualifications application form.



## APMP – The 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?

APMP – 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 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, 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 Practitioner Qualification

### 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 for 30 minutes by your lead assessor.

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

The Practitioner Qualification and 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.



## APM Registered Project Professional

### Looking to take your project management career beyond PQ?

Then you should consider APM Registered Project Professional (RPP), the professional standard from the Association for Project Management.

RPP is a pan sector standard that provides a next step for candidates to take their career beyond APM Practitioner Qualification. RPP requires you to demonstrate the capabilities of a responsible leader, who has the ability to manage a complex project and use appropriate tools, processes and techniques. For the first time, it assesses all elements of the APM FIVE Dimensions of Professionalism in a single standard, thereby enhancing professional status and recognition. It raises the bar of project professionalism to a whole new level.

### Who is it for?

APM Registered Project Professional is available to anyone with experience of managing others in a complex project environment regardless of their professional background or qualifications.

### Why become an APM Registered Project Professional?

There is a growing recognition of the value that competent and capable project professionals can offer. APM Registered Project Professional sets project professionals apart through a robust assessment of the APM FIVE Dimensions of Professionalism. Successful candidates will be entered onto the APM Register of Project Professionals. The register will demonstrate to users of project management services and the wider public those professionals who have met the standard for APM Registered Project Professional.

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, this visible investment in staff offers the benefit of raising the profile of project management as a driver for competitive advantage and improved project delivery.

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



## Risk Management Certificates levels 1 and 2

### 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, available on our website.

- 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 [apm.org.uk/APMQualifications](http://apm.org.uk/APMQualifications) to apply.

# APM QUALIFICATIONS



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### **FIVE**Dimensions of Professionalism

#### **APM FIVE 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.