

Quick Guide to APM Qualifications



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What is APM?

- APM stands for the Association for Project Management
- It is the professional body for all those involved in project, programme and portfolio management.
- The association is a registered charity with over 18,000 individual and 500 corporate members.
- APM is a founder member of the International Project Management Association (IPMA), a federation of over 40 national member associations.
- It has applied for chartered status of the project management profession enabling members to apply to become a Chartered Project Professionals (ChPP)

What are the APM qualifications?

APM Introductory Certificate

- An entry level qualification and is a useful place to start for those with no experience of working in projects.
- It explains project management terminology, project management lifecycle and the principles of effective project management.
- It covers 27 knowledge areas from the APM Body of Knowledge fifth edition including planning and scheduling, communication, teamwork, resource management, project risk management and project reviews.

APMP

- Covers a comprehensive syllabus of skills and techniques that project managers should apply to control their project from initial requirements to successful implementation.
- It provides a detailed guide for 'how' to manage a project including how to agree the scope of the project, how to procure the services of suppliers and establish contracts with them, how to create detailed plans and how to control risks and issues.

Benefits of APM qualifications

- APM qualifications are highly respected in the marketplace, and the APMP provides strong evidence that the successful candidate has an in-depth knowledge of best practice project management techniques.
- The syllabus for each APM qualification is linked to the competencies in the APM Competency Framework, so what you learn on the course aligns directly to the minimum competencies that a project manager should be able to demonstrate.
- APM qualifications address 'how' to manage a project by providing explanations of techniques that apply at each stage of the project lifecycle.
- These qualifications are recognised by the International Project Management Association (IPMA) so they are recognised in the UK and internationally.
- PRINCE2® Practitioners can use their qualification to access the [APMP with prior learning course](#), so that they can gain the APMP in 2/3 of the time needed for a standard course.

APM Introductory Certificate

- Understand the basic principles, terminology, roles and language of project management.
- Define the relationship between time, cost and quality and how this information is explained in the business case.
- Define the roles and responsibilities including project manager, project sponsor, users and team members.
- Understand the Project Management Plan, its content, structure and where it is used in the project lifecycle.
- Understand how to identify stakeholders and plan project communications.
- Identify risks and changes and understand how to escalate them to decision makers.

APMP (and APMP with prior learning)

- Clarify the differences between projects, programmes and portfolios.
- Review the different project lifecycle models including PRINCE2®.
- Understand the meaning of project governance and the controls that apply to project management.
- Review the content of the business case and how this relates to Benefits Management.
- Identify stakeholders and understand the responsibilities of the project office, project manager and project sponsor.
- Understand the structure and the techniques associated with:
 - Requirements and scope management
 - Planning including critical path analysis, earned value analysis and resource smoothing/levelling
 - Procurement and contracts management

Qualification structure

APM Introductory Certificate

- 60 question multiple choice examination.
- 1 hour.
- 60% pass mark.

APMP

- Answer 10 of the 16 possible questions from 37 syllabus topics.
- Closed book written examination.
- 3 hours.
- Aggregate 60% pass mark.

APMP with prior learning - for current PRINCE2® Registered Practitioners

- Answer 6 of the 10 possible questions from 25 syllabus topics.
- Closed book written examination.
- 2 hours.
- Aggregate 55% pass mark.

What do people say about the course?

“Excellent experience. I have been project managing for many years but it was very useful to go over a number of techniques that I do not use and see how they could help me”

“A very demanding course with so much to learn but it has built up my confidence and given me lots of new ideas to control my projects when they start to go off the rails”

“Lots of useful information and new ideas. I was nervous at the start of the week because I felt I should know the material as I am a project manager, but there were several other PMs in the room with the same issues which was very reassuring”

“I am new to project management and this has given me a great base level of knowledge, and I am looking forward to managing my first project because I know I can do it ‘properly’”

Is a qualification important?

- APM qualifications are not as widely recognised in the UK as PRINCE2® qualifications but they are highly regarded.
- APMP is the sign of a knowledgeable project manager.
- Recruiters demand evidence of knowledge and understanding before hiring project staff and the APMP is the entry criteria to many project management roles.
- APM qualifications form part of the portfolio of knowledge and experience that will enable you to apply to become a Registered (soon to be Chartered) project professional.
- APM qualifications enable you to improve your ratings on the APM competency model.

Why choose Maven Training?

- Excellent [APM Introductory Certificate](#) and APMP examination pass rates.
- [Maven](#) is an Accredited Training Provider, assessed by the Association for Project Manager to ensure that we have quality processes, course materials and trainers to give you the best possible APM training course.
- Trainers who are experienced project managers and have used the techniques explained in the course in a wide variety of project situations. They can provide real life experience, advising on the advantages and challenges of the techniques and giving practical examples of how they are used in public and private sector organisations.
- Trainers participate in our Maven Excellence Train the Trainer programme to ensure they are up-to-date with training methods and have personal recent experience of taking exams and know how it feels.
- Trainers who have an extensive range of project management qualifications which support their broad practical experience and provide important context for the APM qualifications.
- Regularly updated course materials and sample papers to ensure our courses are as enjoyable, relevant to the real world and as up-to-date as possible.

When you train with Maven

Before the course

- You will receive text books including 'Starting out in project management', 'APM Body of Knowledge' and 'APMP for PRINCE2® Practitioners'
- Access to <https://www.mavennet.co.uk> which has lots of information to help you prepare for your course:
 - Pre-course work book with activities and pages to read in the official text book.
 - e-Learning modules to help you see how the APM examination syllabi are aligned to other project, programme, change and risk management qualifications.
 - On-line access to trainers for questions about your pre-course preparation.
 - Quizzes and sample examination papers to test your knowledge.

When you train with Maven

During the course

- Course materials including models, games, puzzles, slides, activities and sample examination papers.
- Experienced trainers who know how to manage projects and how to use the techniques and can provide lots of worked examples to help you see how the technique actually works and its benefits.
- Guidance and activities to help you feel confident in sitting your examination.

After the course

- Use www.maventraining.co.uk/knowledge-centre to stay up-to-date with issues relating to project, programme and portfolio management.

NEXT STEPS

If you would like to develop your project management skills we recommend this entry level course: [APM Introductory Certificate](#)

If you would like to discuss how to develop project management skills within your organisation, please contact us to arrange a free business review – info@maventraining.co.uk

Call today on **020 7089 6161** to discuss your requirements or visit the [Maven website](#) for more information.

