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What is the APM Introductory Certificate?

The APM Introductory Certificate course enables candidates to gain knowledge and awareness of project management principles. Participants will discover how projects differentiate from normal, day to day business activities. This qualification has been developed by the APM and the Department for Education and Skills, hence the course is delivered by fully accredited trainers.

Who is this training course for?

This APMP training course is suitable for those interested in a project management role, and those who want to develop their understanding of the vital components of project management. No prior experience or knowledge is needed to complete the course.

What does the training course aim to achieve?

- Gain project management knowledge
- Ability to work as part of a project team
- Understand the structure of a successful project
- Differentiate between ‘normal’ business practices and a project
- Understand the role and responsibilities of a project manager

What does the training course entail?

Participants will put together documents that would enable them to plan and control a project. Participants will need to discuss their findings, and explain how they arrived at such findings, thus they will show an understanding of project management approaches. The course contains group and individual tasks.

What topics are covered?

- An introduction to project management
- Management approach
- Project lifecycle
- Project context
- Structure and organisation
- Project purpose and aims
- Stakeholders
- Planning
- Networks
- Critical paths analysis

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- Issue Management and issue logs
- Configuration
- Monitoring and control
- Breakdowns

How are candidates assessed?

The assessment for this course is a closed book exam comprised of 60 multiple choice questions. The exam is one hour long, and a pass rate of 60% is needed to gain the qualification. Consequently, revision is required in the evenings.

Course Objectives

At the end of this course candidates will:

- Be more knowledgeable about project management
- Understand the structure of a successful project
- Be able to contribute to a project team

Pre-course Reading

We will provide pre-course reading which is there to help and prepare you for the course and to ensure your understanding is at the ideal level to give you the finest training experience.

At the end of this course candidates will:

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The APM Introductory Certificate provides you with useful knowledge around project management which has been created by the APMP and Department for Education and Skills. The course is taught by accredited and expert trainers.

The course is filled with activities which require you to create documents on planning, monitoring and controlling projects. These documents will be discussed to ensure that you have a reasonable understanding of project management processes.