TrainingByteSize

APM
Qualifications

apm Accredited

Flexible study options

- Online
- Onsite
- Blended
- Virtual classroom
- Classroom

Exceptional pass rates

★ REVIEWS.co.uk
★★★★★

Contents

APM Body of Knowledge 7th edition

Our syllabus, learning outcomes and assessment criteria are all aligned to the APM Body of Knowledge 7th edition.

The APM Body of Knowledge is a foundational resource, providing the concepts, functions and activities that make up professional project management. Written by the profession for the profession, it offers the key to successful project management and consists of four key chapters: context, people, delivery and interfaces.

What you can expect from Training ByteSize

Bespoke
training solutions

Personal
customer service

Expert
trainers

Flexible
study options

Interactive
online learning

Small
class sizes

Support
throughout your learning

Exceptional
pass rates

International
training

APM
Apprenticeship programme

Project Management is one of the most in demand skills today, and the Associate Project Manager Apprenticeship takes you one step closer to a qualification that is recognised across the world.

You have our guarantee that we will work closely with you and your employer to ensure you get all the coaching and training you need, combining some of the best online and virtual training with face to face workshops.

- Training ByeSize have developed a learning platform that has been written by Project Managers for Project Managers, and puts lot of resources and structured learning at your fingertips
- Dip in and out as you need to, and follow the journey plan through your learning
- Online learning is available 24 hours a day 7 days a week

A ByteSize introduction to the **APM Apprenticeship Programme**

Since the release of the Associate Project Manager Apprenticeship Standard in August 2017, Training ByteSize has partnered with The Growth Company to create a unique programme for apprentices .

Accreditation:
APM

Apprenticeship programme:
Introductory level

Duration:
18 months

Outcomes:
Level 4 and PMQ qualification

"

We are passionate about Project Management apprenticeships and having trained hundreds of thousands of students over the last 20 years, so it's fair to say we know what we are talking about!

Your Project Managers are the superstars of the business, we teach them everything they need, use working examples, and train them using the most skilled Project Management trainers in the UK. We show them how they can make a difference, and return the investment that has been made in their future." - Victoria Graham, Managing Director, Training ByteSize

"

What does the programme cover?

The Associate Project Manager apprenticeship programme will include knowledge based workshops and separate skills based workshops delivered on a flexible basis, in addition to the regular work-based Skills Coach visits. Usually, the programme would contain workshops delivered once a month, but this can be worked around any previous commitments and requirements that you might have.

Here is a brief summary of the pathway:

- Skills Coach assigned to each Apprentice to assist them to understand the standard, apply their learning to the workplace and to assist them to prove and demonstrate their competence.
- Skills Coach visits to the Apprentice in the workplace every 6-8 weeks.
- A strategy and training log to ensure that apprentices are meeting their 20% off the job requirement.
- Delivered by a blend of taught sessions, on-line learning and one to one sessions with the Skills Coach.
- Technical masterclasses delivered by Training ByteSize, the market leaders in delivery of Agile, Project Planning and Control and IPMA Level D APM qualifications.
- Skills coaches with a mixture of private and public-sector project management experience.

Off the job training is a significant element of the programme, and usually includes the teaching of theory through formal workshops, seminars, classroom sessions, role-playing, simulation exercises and online learning.

Practical training can involve shadowing, mentoring, coaching, industry visits, attendance at conferences/events. It involves learning support and the learner's time spent writing assessments and assignments, reading and research and sitting tests.

These activities have been revamped in line with the new Apprenticeship Standards, and will contribute towards the 20% "off-the job" requirement of the new Apprenticeships.

Learners will also be assigned remote work to complete through the 'Learning Assistant' e-portfolio system, hosted by City & Guilds.

The system enhances the learner experience and is compatible with all vocational qualifications from all Awarding Bodies. Each learner's ILP is added to the system, allowing progress to be tracked and monitored. Each module/unit is set a 'complete by' date, and is weighted to take account of work/time required.

A dashboard on the landing page shows headline data on the learner's progress, including overall percentage completed and highlighting any work overdue, thus providing a highly accurate and clear snapshot upon log-in.

APM PFQ

Project Fundamentals Qualification

The APM Project Fundamentals Qualification is an introductory qualification that offers a fundamental awareness of project management terminology, offering a broad understanding of the principles of the profession.

The PFQ will allow you to understand and harness all the knowledge areas for the project management lifecycle, which is based upon the Association for Project Management Body of Knowledge. This will cover planning and scheduling, communication, teamwork, resource management, project risk management and project reviews.

Gaining your APM PFQ will provide you with an internationally recognised qualification that is an essential addition for any project managers resume.

A ByteSize introduction to **APM Project Fundamentals Qualification**

Accreditation:
APM

Foundation:
Introductory level

Foundation exam format:
- Multiple choice
- 40 questions
- 60% pass mark
- 60 minutes
- Closed book

Our pass rate:
98%

Our reviews:
5 stars

5 ways to study

Study online
- Engaging learning featuring animation and voiceover
- Flexible approach - accessible from anywhere in the world
- Refer back to the course after your exam for a refresher
- Extensive exam simulator
- Telephone and email support

Study in a classroom
- Small class sizes
- Sought after, expert trainers
- Pre-course learning materials
- Thorough, clear and professional support pack with stationary
- Lunch each day
- Snacks and refreshments throughout the day

I recently completed the APM PFQ with Training ByteSize in Nantwich and thoroughly enjoyed the sessions. We had a great teacher, it was a good sized group (5 of us) and we were well looked after during our time there (brilliant sandwiches provided for lunch and a refreshments station). The material was relevant and all put together it helped me achieve a pass mark in the exam! Would definitely recommend Training ByteSize.

Danielle Allan, APM PFQ classroom course

Study in a virtual classroom

- Teaching in the comfort of your home or office
- Ask questions to our trainers throughout the training using a webcam or headset
- Expert trainers
- Access training and take your exam anytime, anywhere

Study onsite

- Bespoke training option
- Cost effective learning for groups
- Save time and money on travel expenses - we come to you
- Access to some of the best trainers in the industry
- Telephone and email support

Study the blended way

- Bespoke training option
- Combines the very best distance learning with an onsite course
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APM PMQ

Project Management Qualification

The APM Project Management Qualification focuses on project management concepts and processes in line with the Association for Project Management. These processes apply to any project that is related directly to business change, irrespective of the organisation structure or environment.

On completion of the course, delegates will be able to:
- Understand and manage projects in an effective manner
- Understand the relevant project documents for each stage of the project lifecycle
- Understand and control the relationship between the individual, team and task
- Use Monitor and Control mechanisms for effective project tracking

A ByteSize introduction to **APM Project Management Qualification**

Accreditation:
APM

Project Management:
Introductory/intermediate level

Exam format:
- Essay based questions
- 16 questions, candidates are required to answer 10
- 55% pass mark
- 3 hours

Our pass rate:
98%

Our reviews:
5 stars

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APM ChPP

Chartered Project Professional

The Chartered Project Professional (ChPP) accreditation is now considered internationally to be the most sought after accolade in the project management profession.

This accreditation elevates project delivery professionals to the equivalence of Chartered Accountants, Chartered Engineers, Chartered Surveyors and Chartered Financial Advisors and recognises project delivery as a formal profession.

ChPP is awarded only to project delivery professionals who can demonstrate both significant experience of working in a complex project delivery environment together with a broad knowledge of project techniques. It is the benchmark for the project delivery professionalism.

This accreditation is not awarded as a result of exam performance. Candidates will prepare a comprehensive portfolio of evidence to demonstrate their experience within this profession together with their commitment to on-going personal development.

Successful candidates may use the designation ChPP after their name demonstrating that they are Chartered and will receive the highly coveted ChPP badge of honour.

A ByteSize introduction to **APM Chartered Project Professional**

About: Programme is designed to be completed within 3-6 months. Our structured approach will offer step-by-step guidance including: self-assessment, personal mentoring and various supporting tools to help you fully prepare for the structured process. Applicants will complete a series of on-line learning modules at their own pace and will attend a one-day guided workshop to consolidate their learning.

Written portfolio: Demonstrate capability through 10 core and 2 elective competences

Continuing Professional Development: Demonstrate at least 35 hours of CPD in the last twelve months

Professional interview: Held by two accredited ChPP assessors, the virtual or face-to-face interview, will take up to two hours and will validate the practical experience for six of the competence areas contained in the written submission.

Our ChPP programme will prepare applicants to submit their written ChPP portfolio and will provide guidance and insight into the interview process.

The Programme comprises of six steps:

1. Pre-qualification: Candidates will complete a structured personal assessment of their suitability to achieve the ChPP accreditation based upon their project track record and their personal competence.

2. Online preparation: Candidates will receive online guidance which will supplement and complement the APM Chartered Assessment process providing insights into the application process; how you will be assessed; critical success factors and major blind spots; plus how to structure a successful portfolio.

3. ChPP workbook: A step by step guide to completing your Chartered application containing specific guidance for each element, hints and tips, an example full portfolio and advice on building a CPD Log.

4. Workshop: Candidates will attend a one-day workshop to gain both an insight into the requirements of both stages of the assessment process and also to begin drafting their written submission under the supervision of an APM Chartered Assessor. Candidates will then be able to finalise the content prior to submitting to the APM. Candidates will also be given guidance on what to expect from the interview and how to prepare thoroughly for both the technical and practical elements.

5. Interview preparation guidance: Following invitation to interview, applicants will receive a further video explanation of what to expect from and how to prepare for the professional discussion. This will include guidance on the structure, content and interview process, how to anticipate likely questions, areas to research, the pitfalls of shallow answers and how to phrase your responses.

6. Optional portfolio review: Applicants may choose to submit their proposed portfolio for a comprehensive review and evaluation. Applicants will receive feedback from a qualified APM assessor who will critique and provide feedback on their intended submission.

<u>Accredited</u> **training** with exceptional pass rates. Delivered online, in the classroom, blended or virtually.

- AgileBA®
- AgilePM®
- APM Apprenticeships, PFQ, PMQ and ChPP
- Better Business Cases™
- Business Analysis
- Business Relationship Management®
- Certified PPP Professional (CP3P)
- Change Management

- ITIL® 4
- Managing Benefits
- Managing Successful Programmes®
- Praxis™
- PRINCE2 Agile®
- PRINCE2®
- Professional Scrum Master
- Project Planning and control
- Service Desk Analyst

TrainingByteSize

Empowering project professionals through learning

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