



## APM PFQ (Project Fundamentals Qualification) with exam

### About APM PFQ

APM (Association for Project Management) is the only organisation in the world to be given chartered status in the project management industry. The PFQ course is the entry level qualification in their suite of project management qualifications and is the perfect course to take for anyone wishing to know the basics in project management. Using the globally renowned APM 'body of knowledge' (APMBok), as its reference point, this course is perfect for anyone wanting to make a positive contribution to any part of the project team.

### Learning objectives

- **Project management in context**
  - Programme management
  - Portfolio Management
  - Project sponsorship
- **Planning the strategy**
  - Success and benefits management
  - Risk management
  - Quality Management
  - Project management plan
- **Executing the strategy**
  - Scope management
  - Scheduling
  - Change control
  - Project Reporting
- **Techniques**
  - Estimating
  - Configuration Management
- **Business and commercial**
  - Business case
  - Procurement
- **Organisation and governance**
  - Project life cycles
  - Project reviews
  - Organisation structure and roles
- **People and the profession**
  - Communication
  - Teamwork

### Course approach.

This course is the PFQ with exam level course

### Introduction:

This study level is for awareness only and does not include an exam. It provides an overview of the approach and is suitable for general project teams, stakeholders or anyone wishing to know more about the approach. Covers: General terminology and principles

Introduction estimated study time: 90 minutes ONLIVE Virtual Classroom and OnDemand and 4 hours e-Learning.

**PFQ:** Entry level for those wishing to sit the qualification but are starting their certification or journey into project management. Gives a general understanding of the approach and the terminology used. Is perfect for general awareness, those wishing to gain a basic understanding of how projects are run and also those working in project management who are embarking on their certification journey.

The APM Project Fundamentals Qualification, syllabus assesses the key elements of the project management life cycle and covers knowledge areas from the APM Body of Knowledge, including planning and scheduling, communication, teamwork, resource management, project risk management and project reviews.

### Exam Information

Introduction course: This level of study does not come with certification and is for awareness only.

There is no pre-requisite for sitting this course.

Project Fundamentals level:

Format: Multiple choice objective testing

Question numbers: 60

Time: 60 minutes

Pass mark: 36 / 60 (60%)

This course **DOES** include exam





## Study options

### Virtual classroom training (live events)

ONLIVE virtual classroom from SPOCE gives you and your organisation the best of both worlds when it comes to training. It is an online learning platform with a very big difference. SPOCE ONLIVE training is presented 'live' by our expert team of trainers and gives you the ability to interact with the trainer and the rest of their virtual class throughout.

- Conducted **live** by a SPOCE lead trainer.
- Delegates can interact with the trainer and their virtual classmates.
- Includes Q&Q box, whiteboard presentations, full trainer support and break out groups.
- Exams can be taken online.
- Compatible with any device.
- Delegates receive a recording of each session for any catch up sessions.
- Full trainer support throughout.
- Pre-course study materials so you can hit the ground running on your first day.
- Official manual and course workbooks where exams are booked.
- Exam preparation support.

The perfect solution for those that would like to study from the comfort of their own home but like the support of a classroom environment.

### Virtual classroom training (on demand)

All the perks of the live virtual classroom sessions but your modules are set as pre recorded sessions. Gives the feeling of the classroom setting with presentations by lead trainers but with the ability to re run any of the sessions again (or skip them if you wish).

- 6 months access to live recordings.
- Course modules you can access in your own downtime.
- Get the classroom feeling but work at your own pace.
- No need to participate with the rest of the class.
- Access to trainer support is available by contacting us directly.
- Review, repeat or skip any modules you like.
- No pressure to keep up with the class or stick to a strict schedule.

The perfect solution for those that like to learn by traditional training methods but cannot fit a course in to their schedule.

### E-Learning (documentation)

Do you like the flexibility of being able to choose when and where you study, are fairly confident learning with technology but don't want to lose on quality in your course material? Here at SPOCE we have developed our own brand of award-winning e-Learning courses to support your self-study, accessible worldwide from our Learning Management System. Now you can even take your exams online too!

- Provides flexibility for those wishing to study at a time, pace and place convenient to them.
- A flexible choice of different self-study options, including a blended-learning package combining self-study with a classroom-based revision day
- A cost-effective solution for both individuals and organisations.
- Online learning gives you the freedom to access from any location.
- Work at your own pace and no need to participate if not for you.
- Module are full of interactive, video content and exam simulation questions.

The perfect solution for those that are confident with self study and like to learn at their own pace.

### About SPOCE

- Over 25 years in the training industry.
- The first company to EVER deliver PRINCE2® PRINCE2 Agile® and MSP®
- Lead trainers with an average of 15—20 years experience.
- Founder member of ASPECT (Association for the Promotion of Excellence in Consultancy and Training).
- Accredited by Association for Project Management (APM), APMG and PeopleCert.

**APM PFQ® with exam course is available as ONLIVE Virtual Classroom, OnDemand and e-Learning**

