

APM Project Fundamentals Qualification (PFQ)

Learn via: **Classroom**

Duration: **2 Day**

<https://bilginc.com/en/training/apm-project-fundamentals-qualification-pfq-292-training/>

Overview

The APM Project Fundamentals qualification (PFQ), is a knowledge-based qualification developed by APM, the chartered body for the project profession. The PFQ is the first step in the APM suite of certifications and provides:

- A fundamental awareness of project management terminology
- A broad understanding of the principles of the profession
- The knowledge to make a positive contribution to any project.

This course is aligned to the APM Body of Knowledge version 7 and includes the PFQ examination, and all course material to prepare you fully for your exam.

Target Audience

No prior knowledge or experience is required for this PFQ qualification.

Benefits of taking this course

By taking this course you will achieve a good foundation knowledge of project management. The PFQ is the first APM qualification which provides a basis for moving onto the APM Project Management qualification (PMQ).

The PFQ is aligned to the Scottish Credit Qualifications and Framework level 6

Why QA should be chosen

QA are a market leader in the PFQ, training thousands of people every year with market-leading pass rates. QA offers PFQ training in a format that suits you:

- Classroom (public courses or client-specific, at a QA venue or client venue)
- Virtual
- Live Streaming
- Digital/online

The PFQ exam is also available online, for added convenience.

Prerequisites

APM regulations state that PFQ candidates should undertake up to 13 hours of independent study in addition to your training course. This will consist of exam preparation activities and pre-course learning that will:

- Develop early awareness of each course topic so that learning, knowledge retention, and course participation is maximised
- Ensure that your IT complies with APM's online exam requirements

The pre-course activities may take up to 11 hours to complete and are an essential component of your PFQ study programme. They will establish a solid foundation for learning, helping you to relate each topic to your own role. Learners who fully complete all activities will also be much better prepared for the PFQ exam.

Proof of Identification

Photographic identification is required to sit your PFQ exam. Examples include:

- Driving licence
- Passport
- Work Badge

You are required to show the invigilator your photographic identification – failure to do so will mean you will not be allowed to sit your exam.

Online Exams

If you are taking an online exam, we advise you to familiarise yourself with the remote invigilation exam platform. Guidance on IT requirements for

the exam can be found on the APM website:

- Online examinations: what to expect
- Step-by-step guide to your new candidate experience
- Online invigilation FAQs
- APM rules and regulations for remote invigilated examinations
- User guidance: Taking a remote invigilated examination

Reasonable Adjustments Policy

The exam provider allows additional time for candidates who have a disability. At least two weeks' notice will be required for processing this request. Failure to advise QA and provide evidence when requested, may result in the additional support not being offered via the policy. QA Exam Administration can be contacted by email exam.admin@qa.com or by phone +44(0)1793 696162.

Any other assistance

If you require any other assistance to attend your course, please get in contact and we will do everything we can to make your time at QA comfortable. Please contact your account manager, or via one of the options below:

- 0345 757 3888
- info@qa.com
- www.qa.com/contact

What You Will Learn

By attending this course, you will:

- Understand project management and the operating environment
- Understand project life cycles
- Understand the roles and responsibilities within projects
- Understand project management planning
- Understand project scope management
- Understand resource scheduling and optimisation in a project
- Understand project risk and issue management in the context of a project
- Understand quality in the context of a project
- Understand communication in the context of a project
- Understand leadership and teamwork within a project

Outline

This course covers provides comprehensive coverage of the PFQ syllabus aligned to the Body of Knowledge 7. The PFQ syllabus contains:

- 10 learning outcomes (above)
- 59 assessment criteria – the specific topics you are required to know

The PFQ syllabus showing full topic coverage is available on the APM website.

Your course is logically structured around the key phases in the project life cycle rather than following the Learning Outcomes in the PFQ syllabus. This structure enables you to understand how the tools, skills and techniques are applied during each phase of a project.

- **Projects and organisations** – what are the organisational factors that influence how projects are delivered, helping to ensure that the project has a controlled start, middle, and end.
- **Concept phase** - the initial phase in a project where we establish its feasibility.
- **Defining the project** - the phase where detailed planning is undertaken (how, what, who, and when).
- **Deployment** - the project plan is implemented and progress must be measured, managed, and reported.
- **People and behaviours** - effective interpersonal skills will help build a high-performing team and ultimately deliver more successful projects.
- **Transition** – the final phase involves deliverable handover, commissioning, and acceptance of outputs to the sponsor and wider users, culminating in formal project closure.

PFQ Examination

You will sit your PFQ examination in the afternoon of day 2. Some details about your PFQ examination:

- 60 minutes duration
- Multiple choice
- Pass mark is 36 (60%)
- Closed-book

Your course includes preparation for your examination. This includes undertaking mock examination questions, and answer reviews. Questions will also be set to be completed in the evening, and you can expect to spend approximately 1-2 hours in the evening on this additional work. Please ensure you can dedicate time to this evening work.