APM Project Fundamentals Qualification (PFQ)

Learning Plan

Version 2.0

Purpose and Scope

This course helps prepare you for the APM Project Fundamentals examination. In order to prepare correctly you must be able to complete all required elements of your learning. This includes the completion of all guided and directed learning that ILX provides.

Target Audience

This qualification is designed for those with little or no project management experience who are looking to start a successful project management career or wanting to understand the principles of project management excellence. Successful candidates will be able to understand the language of project management and the structure of a successful project. They will be able to take an active part in a project team and make a positive contribution to any project environment.

Learning objectives

By the end of this course, you should:

- 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.

ILX Course Structure

ILX delivers PFQ across multiple delivery formats:

Course name	Delivery method	Guided Learning (hrs)	Guided Learning Format	Directed Development (hrs)	Directed Development Format
PFQ	Classroom Or Virtual	16 hrs	Two days instructor led training. Course includes mandatory pre-work that must be completed prior to the course	13.5 hrs	13.5 hrs ILX learning resources.
	Distance (elearning + Mentoring)	18 hrs	Access to 12 x 3 hr workshops. Minimum requirement, delegates must attend 6 sessions in a 12-month period.	21 hrs	Must: 21 hrs ILX elearning Recommended: 13.5 hrs ILX learning resources

Definition of Guided Learning and Directed Development

Guided learning: Guided learning is learning that is under the immediate guidance or supervision of the ILX team.

Directed development: This is development that is not under the immediate guidance or supervision of a member of ILX but will help you as the learner prepare for the examination. ILX delivers directed development in multiple formats:

- **ILX full eLearning:** Covers the full course content in a digital learning format allowing you to learn at a time and pace to suit.
- **ILX Direct Development Learning Resources**: Includes a range of materials eg reading, videos and on-the-job development. We follow the three "Rs" of directed development.

All required directed development is provided to you within the ILX portal and must be completed prior to taking your exam.

What are the three "Rs" of the ILX Direct Development Learning Resources?

Reading: This is processing a range of materials, typically this will be written but can also include recorded audio and video content from approved APM sources**.**

Research: The anticipated follow on from the reading step enabling the learner to explore adjacent and ancillary material to deepen understanding of primary topics. Typically, this may include follow on articles, conversations with colleagues and peers and review of personal experience in the primary topic.

Reflection: The third aspect of directed development which allows time for reflective processing of the learners reading and research**.** This allows the opportunity to prepare notes and questions that the learner can address via the guided learning.

The directed development with the notional timings for each of the three "Rs" is accessed via the ILX portal. The timings are to enable you to plan your approach to the course ensuring completion of the learning objectives.

Responsibilities

Learner: As the learner you're responsible for planning your time for completing all elements of your chosen learning delivery and confirming that completion prior to booking the exam at a date and time as specified by you.

Instructor: Guiding and directing through the course materials and directed learning to support learners in achieving the learning objectives and assessment criteria.

ILX: Support, through delivery planning learning and services an excellent learner experience from enquiry to post course guidance.

APM: The APM are responsible for the design and maintenance of the qualification syllabus and the accreditation of the training providers and the management of the exams.

By now you should have:

- Watched the APM Learner suitability video available here
- Completed the free APM Competence framework assessment which benchmarks your performance against the 29 competences in the APM framework available here. This self-assessment is free but requires you to create an APM login.
- Compared your performance with APM defined role descriptions.
- Understood the requirements for both Guided and Directed Learning as outlined in this learning plan.
- Committed to the learning hours and plan required to support your development, enabling you to meet the assessment criteria for your chosen course.

Next steps

- Complete your guided learning in full via your chosen delivery method (virtual/classroom/mentoring workshops).
- Complete all elements of your directed development which is available via the ILX portal.

  For the ILX Direct Development Learning Resources please ensure once you have completed a task you tick the corresponding box. This task is not considered complete until the overall progress is at 100%.

- Any eLearning that is associated with your course will be available in the ILX portal and access will be provided at the point of purchase. Your course will not show as completed until you have completed all the modules in full and where applicable any associated exam simulators.
- Once you have completed all elements of your guided learning and directed development you will be prepared to book your exam.

Contact

If you have any questions regarding this document or need any further assistance, please email contactus@ilxgroup.com .