



Supported by:



Project Management For HA Development Staff

COURSE BROCHURE

COURSE FOCUS

The course focuses on two specific areas:

Project Management

Covering formal project management skills, techniques and responsibilities, sufficient to pass the APMP exam, providing successful candidates with a professionally recognised qualification. The syllabus is set within the context of HA projects as much as possible. The APMP syllabus is set out at Appendix 1

Housing Association Development and Reinvestment

Covering key sector specific topics, skills, techniques and procedures. The current syllabus is set out at Appendix 2, but may change as advised by the Steering Group, to reflect the changing environment within which HA Development & Regeneration teams work.

MODE OF STUDY

The course will be delivered in one year utilising four one-week block teaching periods which are expected to be as follows:

Week

- | | |
|---|------------------------|
| 1 | 20 – 24 April 2009 |
| 2 | 8 – 12 June 2009 |
| 3 | 14 – 18 September 2009 |
| 4 | 2 – 6 November 2009 |

LOCATION

The course will be held at the College of Central London, 73 Great Eastern Street, London EC2A 3HR, www.central-college.com. The College is within walking distance of both Old Street underground Station and Liverpool Street Station.

The sessions will be delivered from 10.00 until 13.00 & 13.45 until 16.45 each day, Monday to Friday. Refreshments will be provided during each morning and afternoon session.

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COURSE TEAM:

Name	Role	Experience
Anthony Gilby Dip Proj Man (RICS) MPhil FRICS	Course Director	Practical project management experience. Career in higher education, including lecturing, external examining and course development.
Alister Heaphy MSc FCIOB	Senior Lecturer	Practical Construction management experience. Lecturer in further and higher education, including external examining and course development.
Andrew Drury BSc (Hons) APMP	Course Consultant	Significant HA employment record, consultancy, staff development and training experience

Senior practitioners from: RSLs, Housing Corporation, solicitors, valuers, environmental consultants and others.

ASSESSMENTS

The main assessments are:

1 The APM examination: This is set and marked by the *Association of Project Management (APM)*, and will be held towards the end of September 2009 in the College of Central London. The APM is the main professional body for project management in the UK. Successful candidates will attain the professional qualification APMP.

2 The Housing Association Development written assignment: This will be set and marked by the course team and submitted by students in January 2010.

Candidates who are successful in **both** assessments will attain a Certificate from the College of Central London.

STUDENT RESPONSIBILITIES:

Students will be expected to:

- undertake study from the provided study pack prior to joining the course,
- attend the course in full,
- carry out study in their own time,
- complete and submit work by post or email as required.

The total contact time for the course is 140 hours and the estimated self-study period is approximately 120 - 200 hours depending upon experience and previous level of knowledge.

Students will be supported throughout the course period via email or telephone.

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ADMISSIONS CRITERIA

Project Management:

Applicants must have recent, preferably current, experience of delivering projects within a Housing Association, of two - five years duration.

Applicants are requested to take an on-line assessment which will indicate their level of experience and understanding of project management techniques.

Dependant upon the result of this, ***candidates may be required to undertake the two day APM Introductory Certificate course*** offered by the College, and complete examination prior to commencing this course.

This course will be offered at the concessionary fee of £475 + VAT (total £558.13), a 20% reduction on the normal fee, when booked in conjunction with the main course. The ***Introductory Certificate*** course will run on March 3rd/4th 2009.

HA Property Development topics:

The course assumes that applicants will have a level of knowledge equivalent to having recently completed the following NHF training courses:

- SHG Rules & Financial Viability (previously known as Understanding the Development Process Part 1)
- Development Overview (previously known as Understanding the Development Process Part 2)
- Key Development issues (previously known as Intermediate Development)

APPLICATION & COST

The course fee is £2200 plus VAT (£2585).

To apply for this course, please email ha-pm@central-college.com requesting an Application Form.

NOTE: CCL retains the right to amend the course, programme and/or refuse applicants in accordance with its conditions displayed on the application form.

Course enquiries: call 0800 073 2981 OR email ha-pm@central-college.com

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Appendix 1

APMP Syllabus

	Topic	Days
1.1	Project Management	1/2
1.2	Programme Management	
1.3	Portfolio Management	1/2
1.4	Project Context	
1.5	Project Sponsor	
1.6	Project Office	1/2
2.1	Project Success & Benefits Management	1/2
2.2	Stakeholder Management	
2.4	Project Management Plan	1/2
2.5	Project Risk Management	1/2
2.6	Project Quality Management	
2.7	Health, Safety & Environmental Management	1/2
3.1	Scope Management	1/2
3.2	Scheduling	
3.3	Resource Management	1/2
3.4	Budgeting & Cost management	
3.5	Change Control	
3.6	Earned Value Management	1/2
3.7	Information Management & Reporting	
3.8	Issue Management	
4.1	Requirements Management	1/2
4.3	Estimating	
4.7	Configuration Management	
5.1	Business Case	1/2
5.4	Procurement	
6.1	Project Life Cycles	1/2
6.5	Handover & Closeout	1/2
6.6	Project Reviews	1/2
6.7	Organisation Structure	
6.8	Organisational Roles	
6.9	Methods & Procedures	1/2
6.10	Governance of Project Management	
7.1	Communication	1/2

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7.2	Teamwork	
7.3	Leadership	1/2
7.4	Conflict Management	
7.5	Negotiation	
-	Case Studies	1/2
-	Summaries	1/2

Appendix 2

HA Property Development Topics

	<i>THE BUSINESS ENVIRONMENT</i>	Days
1	HA Finances, Business Plan & Development Strategy	½
2	The Planning System	1
3	Environmental Sustainability	½
4	Operational issues	½
	TECHNICAL SKILLS	
5	Accessing SHG	½
6	SHG Compliance & Regulatory Compliance	½
7	Property Valuation	1
8	Project financial evaluation	½
9	Design standards	1
10	Design process	½
11	Health and safety	½
12	Building construction	½
	LEGAL ENVIRONMENT	
13	Conveyancing	½
14	Contract law	½

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