

HATC is accredited by the **Association for Project Management (APM)** as a training provider for this course. The APM is the main professional body for project managers in the UK and Europe.

Overview

This **two-day certificated course** is designed for anyone looking to start a successful career in project management, or for those wanting to understand the principles of project management excellence. The course was developed by the APM with the Dept of Education & Skills to offer an insight into this exciting and challenging discipline.

Formal project management is a generic discipline that can be used in many industries, on many occasions. The HATC course is aimed at those who work in housing association property development and regeneration, and set in that arena.

This is an essential preliminary course for those interested in taking the **APMP** – the recognised professional qualification in project management. For more information about the APMP course and qualification, contact training@hatc.co.uk

COURSE DATES:

July 21st/22nd 2009

October 13th/14th 2009

January 12th/13th 2010

***DEADLINE FOR APPLICATIONS IS 15 WORKING DAYS
BEFORE THE COURSE DATE***

Who is the course for?

This course is suitable for:

- Development / regeneration / asset management staff who provide support to project managers, and who need an overview of the tools, techniques and processes that they will be involved in;
- Development / regeneration / asset management staff responsible for delivering projects who have not had training in formal project management;
- Anyone intending to progress to the professional qualification of APMP
- Senior executives and Board members who want an overview of project management, to better understand good practice.

Successful delegates 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.

What You Get

The Course provides:

- One copy of *Starting Out in Project Management* per delegate –the APM's Study Guide for the course;
- Two days of training with exercises
- APM examination at the end of Day 2 (1 hour multiple choice paper)
- APM Certificate for successful candidates.

The *APM Introductory Certificate* course is normally run by HATC's Managing Director, Andrew Drury.

Pre-Course Requirements

Delegates will be expected to undertake approximately 10 hours of pre-course reading, working through the *Starting Out in Project Management* guide and completing the self-assessment questions.

Assessment

Assessments will be through a 60 question multiple choice exam taken over one hour at the end of Day 2 of the course.

Assessment will cover the principles of project management, including:

- Planning and scheduling
- Resource management
- Communications
- Risk management
- Quality management
- Handover
- Teamwork
- Review

Course Costs

The Open Course is held at the College of Central London (near Old Street tube) and costs £595 plus VAT.

When held in-house at the client's offices: £495 per delegate (a minimum of 5 delegates) plus expenses and VAT.

Discounts: There is a 10% discount for bookings of 11-15 people and a 20% discount for bookings of 16+ people.

About HATC

HATC, and its Managing Director Andrew Drury, has a long and very successful track record in delivering training in the sector. We have been the main trainer on Development issues for the National Housing Federation for over 10 years, and have delivered very many in-house courses for housing associations, Councils, developers and others.

Booking Details

Please complete the booking form (below). Cheques should be made payable to HATC Ltd & sent to:

HATC Ltd, Studley House, 7 Moorfield Road, Iikley, West Yorks , LS29 8BL.

If you wish to discuss any aspect of this course please either contact Andrew Drury on 01943 604259

Please complete this form in BLOCK CAPITALS

(Please note that the last day for receipt of application forms is 15 working days before the course starts)

FOR BOOKINGS ON AN OPEN COURSE PLEASE COMPLETE SECTION 1
TO BOOK THE COURSE IN-HOUSE PLEASE CONTACT US FOR AN IN-HOUSE BOOKING FORM.

SECTION 1

Surname/Family Name

First Names

Address

Tel No

E-mail address...

COURSE DATE:

Course Fee

The course fee is £595 plus VAT (£699.12) when booked as a stand-alone course. The full fee is payable with this application.

Please tick this box if this course booking accompanies a booking for the HATC **PROJECT MANAGEMENT & PROPERTY DEVELOPMENT** course

There is a 20% discount (course fee of £475 plus VAT; £558.12) when this course is booked with the **PROJECT MANAGEMENT & PROPERTY DEVELOPMENT** course. For more information on the "Project Management & Property Development" course please see:
http://www.hatc.co.uk/pm&pd_course_brochure.pdf

This Application form and should be sent to:

HATC Ltd, Studley House, 7 Moorfield Road, Ilkley, West Yorks, LS29 8BL

NOTE: Please send cheques drawn on a UK bank crossed and payable to "HATC Ltd".

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREE TO BE BOUND BY THE "CONDITIONS OF ADMISSION".

Signature of Candidate

Date

CONDITIONS OF ADMISSION

All prospective students must read the following conditions before they sign the application form.

1. Once a student is accepted onto the course, fees are not refundable in part or in total.
2. Notwithstanding Clause 1, students who have to postpone their attendance for personal reasons may transfer their fees or deposits to undertake the course at a later date. This arrangement is made at the discretion of HATC.
3. All fees are for tuition only, unless otherwise stated. Examination fees are additional unless otherwise stated.
4. HATC reserves the right to change lecture times or to alter or vary at any time from the published course outline.
5. The course fee includes the examination fee for one attempt at the APM IC exam. There will be an additional charge if the student wishes to re-take the exam. Such charges will be reasonable, and will be set on the basis of cost-recovery only.
6. The above conditions will be subject to interpretation in English law courts.