

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

NEXT COURSE DATES:

October 12th / 13th 2010

Deadline for applications is SEPTEMBER 7th

This is to allow enough time for students to undertake the pre-course reading and for the APM exam to be arranged.

Who is the course for?

This course is suitable for:

- Development / regeneration / asset management staff involved in delivering projects who have not had training in formal project management;
- Senior executives and Board members who want an overview of project management, to better understand good practice;
- Housing Management, Lettings, Sales, Maintenance or Community Regeneration staff who contribute to the development of new housing scheme or have to deliver other projects (such as a review of void management processes, establishing an effective Resident Panel, re-tender Term Contracts etc);
- Anyone intending to progress to the professional qualification of APMP.

Successful students 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 student –the APM's Study Guide for the course;
- Two days of training;
- 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 or by Anthony Gilby, Associate.

Pre-Course Requirements

Students 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 Venue & Fee

Venue: The Open Course is held on the 3rd floor of the College of Central London (near Old Street tube).

Open Course fee: £595 plus VAT (£699.13) per student; **10% discount** on 3rd-5th places booked on a course; **20% discount** on 6th+ places booked. The full fee is payable with this application.

In-house course fee: When held in-house at the client's offices the course fee is £495 per student (a minimum of 5 places booked) plus expenses and VAT; **10% discount** on 11th+ places booked.

There is a 20% discount (course fee of £475 plus VAT; £546.25) when this course is booked with the **HATC PROJECT MANAGEMENT & PROPERTY DEVELOPMENT** course. For more information on this course please see: http://www.hatc.co.uk/pm&pd_course_brochure.pdf

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

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 hundreds of in-house courses for housing associations, Councils, developers and others.

Please complete this form in BLOCK CAPITALS

(Please note that the last day for receipt of application forms is **25 working days** before the course starts)

FOR BOOKINGS ON AN OPEN COURSE PLEASE COMPLETE THE SECTION BELOW.
[To book the course in-house please contact us for an in-house booking form].

COURSE DATE: _____

Surname/Family Name _____

First Name: _____

Address (we will send your Study Guide to this address):

Tel No: _____

E-mail address: _____

Any special access, dietary or other requirements:

Payment

Can be by cheque or BACS.

CHEQUES: Please send cheques payable to "HATC Ltd". Cheques must be drawn on a UK bank and must be crossed.

BACS DETAILS:

Bank:	Santander
Code:	09-06-66
A/C Name	HATC Ltd
A/C Number	40753593

HATC Ltd VAT number: 671 8796 81

This Application form and payment should be sent to:

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

SIGNATURE:

I hereby acknowledge that I have read and agree to be bound by the "Conditions of Application" below:

Date: _____

CONDITIONS OF APPLICATION

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 unless the course is cancelled by HATC in which case a full refund will be provided.
2. HATC reserves the right to make minor change lecture times, venue or other arrangements but will advise students in advance of the course date.
3. The course fee includes the examination fee for one attempt at the APM IC exam. If the student wishes to re-take the exam there will be an additional charge. Such charges will be reasonable, and will be set on the basis of HATC's cost-recovery only.
4. The above conditions will be subject to interpretation in English law courts.