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PROJECT MANAGEMENT & PROPERTY DEVELOPMENT COURSE

For affordable housing Development & Regeneration Staff

30 PLACES AVAILABLE:

Book now to get early-bird discounts

Also: *volume discounts available if you book 2+ places*

Background

The **PM&PD course** offers the opportunity to acquire a professional project management qualification from the *Association for Project Management*, as well as covering property development topics geared to the needs of affordable housing Development & Regeneration staff.

The PM&PD course is overseen by an affordable housing sector Steering Group, led by the National Housing Federation.

Following a review by the Steering Group the 2010 course personnel and structure has been strengthened and administration has been transferred to HATC Ltd.

- ❖ *New improved course materials;*
- ❖ *Lecturers with many years experience of delivering the APMP syllabus and a very strong track record of student success.*
- ❖ *Group case study assessment for property development syllabus*

The course is aimed at staff with two to five years of experience of delivering affordable housing projects.

Successful students will obtain:

- **A recognised professional qualification in project management** – the APMP. This is awarded by the *Association for Project Management*, the main professional body for project management in the UK & Europe;
- An NHF/HATC Certificate covering the project management syllabus and the property development syllabus.

DEADLINE FOR APPLICATIONS:



The PM&PD course content will be delivered by:

- APMP-qualified professional project managers with a successful track record in helping students pass the APMP exam.
- Lawyers, valuers and other professional practitioners who work in the field of affordable housing practitioners, including Andrew Drury, MD of HATC Ltd.

The course is held at the College of Central London, near Old Street tube station.

Course Focus

The PM&PD course focuses on two specific areas:

Project Management

This covers formal project management skills from project inception to closure. It covers the professional tools and techniques used in project planning, control and delivery. **It is relevant for members of both New Business and Delivery teams.** Successful candidates obtain a professionally recognised qualification, the APMP. A list of the APMP syllabus topics is set out at Appendix 1

Property Development and Regeneration

This covers key property development topics of particular relevance to the affordable housing sector. 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, particularly the emerging new standards framework from the *Homes & Community Agency*.

Student Commitment

Students will attend 4 one-week blocks of study in London. Assessment for the APMP part of the course will take place after Week 2. Other assessments in the form of mock APMP exam questions coursework will also be set during the course. The attendance periods are:

Week 1:	26 th – 30 th July 2010
Week 2:	6 th – 10 th September 2010
APMP exam:	21 st September 2010
Week 3:	1 st – 5 th November 2010
Week 4:	6 th - 10 th December 2010

The sessions will be delivered from 10.00 until 13.00 & 13.45 until 17.00 each day, Monday to Friday.

Students will be expected to:

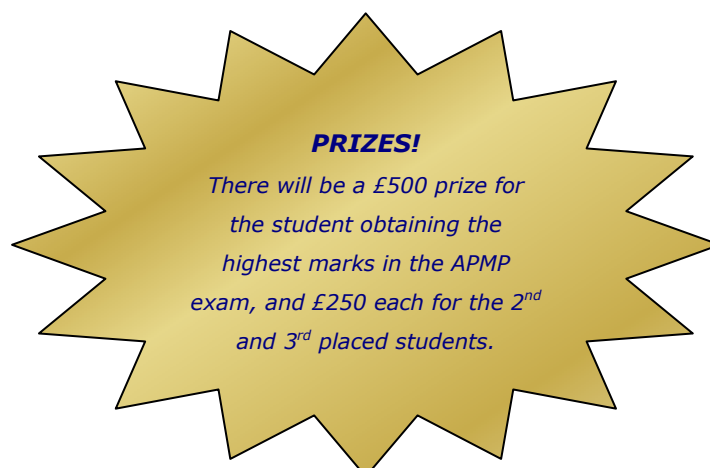
- undertake study from the provided study pack prior to joining the course,
- attend the course in full,
- study in their own time (self-study period is approximately 80 - 150 hours depending upon experience and previous level of knowledge)
- complete and submit 1 or 2 mock APMP exam questions every week between study weeks 1 & 2 until the APMP examination.

Where the course fees are paid for by the student's employer, the employer can receive notification of the results of their employee's tests if they wish.

Assessments

The main assessments are:

The APMP examination: This is set and marked by the *Association for Project Management (APM)*, and will be held on 21st September 2010. The APM is the main professional body for project management in the UK. Successful candidates will attain the professional qualification APMP.



The Property Development group case-study: This will be undertaken by the students in Week 4 of the course, with the assessment being held on the last day. This has proved to be both successful and enjoyable in the past.

Candidates who are successful in **both** assessments will attain a Certificate from the National Housing Federation & HATC Ltd.

The HATC course team

Name	Role	Responsibility
Andrew Drury BSc (Hons) APMP	Course Leader	Overall responsibility for the course; reporting to the Steering Group; some lecturing.
David Atkinson	APMP lecturer	Developing the APMP course material and (with Simon Dove), delivering it. Setting mock exam questions and marking students' answers.
Simon Dove	APMP lecturer	Delivering the course material (with David Atkinson)
Jane Fulford	Course Administrator	Maintaining effective communication systems with students and lecturers; initial contact point when students are off-site. Performance review reports and statistics.
Rita Barnish	HATC on-site representative	Maintaining effective communication systems with students and lecturers; initial contact point when students are on-site.

Senior practitioners from: RSLs, Housing Corporation, solicitors, valuers, environmental consultants and others. See Appendix 3 for recent contributors.

Applicant Eligibility

Project Management:

Applicants must have two - five years experience of delivering projects within the affordable housing sector.

All applicants are required to take an on-line assessment covering their understanding of project management tools and techniques.

Depending upon the result of the on-line assessment, candidates may be required to take and pass the two day APM *Introductory Certificate in Project Management* course offered by HATC in order to be eligible for this PM&PD course.

This *Introductory Certificate* course will be offered at the concessionary fee of £475 + VAT, a **20% discount** on the normal fee, when booked in conjunction with the main course. The *Introductory Certificate course* will run on May 18th / 19th 2010.

Property Development:

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

- SHG Rules & Financial Viability (previously known as Understanding the Development Process Part1)
- Development Overview (previously known as Understanding the Development Process Part 2)
- Key Development issues (previously known as Intermediate Development)

Costs

The PM&PD course fee is £2,595 plus VAT. This includes APM exam fees and two publications: *Project Management Demystified* and the *APM Body of Knowledge*. Students may also need to spend £100+ on additional project management books or have access to them from libraries.

The course fee includes two key project management publications:

- *APM's Body of Knowledge;*
- *Project Management Demystified*

These form the pre-course reading which is mandatory.

The course fee equates to £130 plus VAT per day.

This is **approximately half the cost** of comparable one-day or two-day courses, or other courses offering a professional qualification.

Discounts:

Early-bird booking: Book before February 28th 2010 for a 10% discount.

Multi-booking: Where 2 or more places are booked by one employer we can offer a 10% discount on the 2nd place and 20% off the 3rd and **all** subsequent places

To Apply

To apply to join the **Project Management & Property Development** course, download an application form from www.hatc.co.uk/hatc_pmcourse.htm and send the completed form and the course fee to:

PM&PD Course, HATC Ltd, Studley House, 7 Moorfield Road, Ilkley, West Yorks, LS29 8BL

Appendix 1: APMP Syllabus

8 study days plus home-study of up to 100 hours, depending upon experience.

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

Appendix 2: HA Property Development Topics

8 study days plus home-study of up to 50 hours, depending upon experience.

	TOPIC	Approx Days
1	HA Finances, Business Plan & Development Strategy	½
2	Project financial evaluation methods	½
3	The Planning System: Policy and Practice	1
4	Property Valuation: Red Book valuation bases, methods & pitfalls	1
5	Conveyancing	1
6	Urban Design: <i>Achieving Building for Life</i> & managing the design process	2
7	Building Contract law: rights & responsibilities under JCT, PPC & NEC	½
8	Understanding the <i>Code for Sustainable Homes</i>	½
9	Building construction: methods, workflow and pitfalls.	1

Appendix 3: Recent Course Supporters

- HATC Ltd
- DTZ Debenhan Tie Leung
- Beyond Green
- Southern Housing Group
- Avebury Projects
- London & Quadrant HT
- Housing Corporation
- Trowers & Hamblins
- Mae Architects
- Stadium HA