



The Project Fundamentals Qualification® is an introductory certification by the Association for Project Management (APM)—the only chartered body in project management in the UK.

WHY TAKE THIS COURSE

This course will help you:

- ✓ **Stand Out** with greater confidence and authority in your role.
- ✓ **Get Noticed** by employers with a digital badge for your CV and LinkedIn.
- ✓ **Stay Ahead** by mastering the latest project management tools and skills.

The course includes:

- Live online sessions with an experienced trainer
- Study Handbook
- Session Slides
- Assessment preparation
- Bonus session "AI in project management"



OBJECTIVES

The APM PFQ syllabus lists 10 objectives which will all be covered in the course:

- Project management and the operating environment.
- Project lifecycles.
- The roles and responsibilities within projects.
- Project management planning.
- Project scope management.
- Resource, scheduling and optimisation in a project.
- Project risk and issue management in the context of a project.
- Quality in the context of a project.
- Communication in the context of a project.
- Leadership and teamwork within a project.

EXAM

Over the two days, you'll get the training and support you need to prepare for the APM Project Fundamentals (PFQ) exam.

There is also a sample paper you will attempt before the live exam.

The assessment is a one-hour, 60-question multiple choice test, completed online after the course. The pass mark is 60% (i.e. 36/60).

The exam is monitored remotely; please ensure your computer has a camera, microphone, and internet access.



More information at
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<https://positivepeople.biz>
0845 680 2684



FAQ

- ✓ **Are there any pre-requisites to attend?** No. The PFQ is aimed at anyone new to project management or looking to build foundational knowledge - no prior experience is needed.
- ✓ **How does the online training work?** Our sessions will usually be delivered using Microsoft Teams. You can join either with a personal (free) or organisational account to access the sessions. The link will be sent ahead of the sessions. We include breaks every hour throughout the day and 1 hour is allowed at lunchtime.
- ✓ **Is the course only for specific industries?** No, the PFQ is for professionals in any career. Although we will use real-life examples during the programme, the material is industry-agnostic.
- ✓ **Are there any additional support materials?** Yes, we provide access to the slides from the course along with a study handbook. In addition, a mock exam is available to help you prepare for the assessment.
- ✓ **When will I receive my certificate?** Results and certificates are provided by APM directly and can take a number of weeks to be issued depending on which course you attend.
- ✓ **If I can no longer attend, can I transfer my ticket?** Yes, your ticket can be transferred to a colleague or friend. Please contact us to let us know the details.
- ✓ **Do you have any guarantees?** You can have every expectation to pass the exam. However, if you don't pass the first time, we offer a free place on an upcoming course along with a one-to-one support session with the tutor to help you pass. You will just have to pay the reduced assessment re-sit cost (paid directly to APM).
- ✓ **Will my certificate expire?** No, your certificate does not expire. There is no need to renew it.
- ✓ **What payment methods do you accept?** You can pay by cheque or BACS transfer with invoice. We also accept major credit and debit cards along with Paypal. You can make your choice at checkout.
- ✓ **What happens if a course does not run?** The majority of our courses will run as scheduled. On the rare occasion a course cannot go ahead due to insufficient participants, you can either switch to another session or get a full refund. Your booking is always safe with us.

Format

Engaging courses designed to keep you involved.

All of our courses are designed to be hands-on and engaging. You won't just sit and listen — you'll take part in discussions, group activities, and practical exercises that bring the ideas to life.

Our PFQ course is available in the following formats:

Virtual - live online sessions held over 5 days using Microsoft Teams.

In-person - classroom-based sessions held over 5 days in various locations around the UK

In-house - this course is available for organisations who want a group of people to participate (please use the enquiry form)

The course is led by David Longstaff.



David is an accomplished Project Manager, Project Management Trainer and Consultant with 20+ years' experience leading complex projects across pharmaceutical, energy, higher education and financial service sectors.

With the latest APM PMQ certification, he delivers project management training along with tailored programmes to optimise resource management, and support organisational change, engaging stakeholders and achieving operational efficiency.

