



CIPFA

The Chartered Institute of
Public Finance & Accountancy

PRINCE2[®] for the public sector

Foundation and Practitioner Levels

In association with Benchmark and Accredited
by the Association for Project Management Group
(APMG)

\introduction

‘There remains a shortfall in appropriate programme and project management skills across departments generally’

Edward Leigh, Chairman of the Public Accounts Committee.

The Public Accounts Committee has continually reported that projects in the public services are ‘late, well over budget or do not work at all - an enormous waste of taxpayers’ money’.

As pressure increases for public servants to deliver projects on time, to the required specification and within budget, project management has become a necessity in the public sector. PRINCE2 for the Public Sector is an examination-based programme that gives delegates accreditation at PRINCE2 Foundation and Practitioner Levels. The programme provides in-depth training on professional project management, helping public sector officials to meet project objectives within project tolerances.

CIPFA believes training should be challenging, stimulating and anchored in the real world and we strive to provide training environments that do just that. Our trainers are experienced project managers that regularly undertake consultancy assignments - they are not only experts in PRINCE2 methodology but are also able to provide relevant examples of PRINCE2 in action within the public sector context.

Programme Structure

The PRINCE2 accredited programme is conducted over a five-day training schedule incorporating both the Foundation and Practitioner Levels.

Foundation Level is delivered over the first three days, with the Foundation examination on the afternoon of the third day. Example examination questions are also included in the materials to enable participants to become familiar with the structure of the examination.

Following success in the Foundation Level examination, delegates can then proceed to Practitioner Level on days four and five. The Practitioner examination is undertaken on the fifth day.

The registration fee includes a detailed timetable of pre-course reading. This reading provides a valuable base level of knowledge that will be built upon during the programme. Up to two hours personal study will be required each evening.

PRINCE2 for the Public Sector includes a free USB stick of public sector case studies that delegates can review to consolidate learning achieved on the programme. The training programme is relevant to all public sector organisations including Central Government, Local Government, NDPBs and Agencies.

\PRINCE2 courses

Foundation Level

Foundation Level equips delegates with a detailed knowledge of the methodology, working through the project lifecycle from pre-project preparation to project closure.

Participants will learn how to initiate projects, including creation of the documentation to be produced such as the Project Initiation Document and the Business Case.

Foundation Level also focuses on product delivery and controlling each stage of the project, from the perspective of the Project Manager and the Project Board, as well as addressing the issues surrounding project completion.

Foundation Level Objectives

- To learn the PRINCE2 project management methodology
- To understand the implications of implementing PRINCE2
- To pass the Foundation examination

Who should attend?

Project staff, administrators, senior managers and project sponsors.

Examination Details

The Foundation examination is a multiple-choice paper consisting of 75 questions and lasting one hour.

The pass mark at Foundation Level is 50%.

Practitioner Level

Practitioner Level builds on the participants' knowledge of the structure and content of PRINCE2 and progresses this to an understanding of the practical application of the methodology. Time is given to assessing risks within the project, planning techniques and how to ensure a quality approach is applied throughout the project.

Practitioner Level Objectives

- To understand the practical application of PRINCE2
- To be able to undertake risk assessments during a project
- To pass the Practitioner examination

Who should attend?

Project managers, programme managers and, for larger projects, project team leaders.

Examination Details

The Practitioner examination is scenario based and uses nine objective test questions to test the candidate's ability to apply the methodology. Each question area is worth 40 marks and consists of a number of sub-parts. An overall score of 180 marks out of a possible 360 is required to pass.

You will have three hours to complete the examination. It is an open-book examination.

PRINCE2® Training 2010

Please complete section A, B and C

Delegates **cannot** progress to the Practitioner Level until they have successfully completed the Foundation Level examination. Delegates will be informed of their Foundation Level examination result on the same day as the examination is taken.
(Please select which course you wish to attend)

<p>Foundation Level - 3 days</p> <p><input type="checkbox"/> Manchester 11th October 2010 12th October 2010 13th October 2010</p> <p><input type="checkbox"/> London 29th November 2010 30th November 2010 1st December 2010</p>	<p>Practitioner Level - 2 days</p> <p><input type="checkbox"/> Manchester 14th October 2010 15th October 2010</p> <p><input type="checkbox"/> London 2nd December 2010 3rd December 2010</p>
Section A	

<p>I wish to enrol for the PRINCE2® Training Course</p> <p>Foundation Level £925 + VAT <input type="checkbox"/> Practitioners Level £625 + VAT <input type="checkbox"/></p> <p>Full Course £1,550 + VAT <input type="checkbox"/></p>
Section B

Delegate Details (please use block capitals):

Title: _____ Forename: _____ Surname: _____

Post Held: _____

Organisation: _____

Address: _____

Post Code: _____ Telephone: _____

Fax: _____ E-mail: _____

Special Requirements: _____
(Dietary or Access)

Invoice details:

Title: _____ Forename: _____ Surname _____

Post Held: _____

Organisation: _____

Address: _____

Post Code: _____ Telephone: _____

Fax: _____ E-mail: _____

Payment Details

*Please invoice my organisation the sum of £ _____ PO Number _____

Cheque enclosed in the sum of £ _____ (*made payable to CIPFA Business Limited please*)
VAT Reg: GB627 3907 25

VISA/Mastercard (subject to 2% fee)
Card no. _____ Expiry date _____
Cardholders name _____

Bankers' Automated Clearing Services (BACS)
When paying by BACS please quote ref **PRINCE2 Course** and send your remittance to the
accounts department at the contact address in the terms and conditions

Our bank details: Account number 01095849 Sort code 30-92-32
Account name CIPFA Business Limited
Bank/Branch Lloyds TSB plc, Covent Garden Branch, London, United Kingdom

*An invoice will be sent to the invoice details on the booking form (if it is a requirement of your organisation please insert purchase order number where indicated).

Section C

Please fax back form to 020 8667 8580 Please complete one form per delegate

I HAVE READ AND AGREE TO THE CIPFA cancellation policy for this qualification (please tick):

Signed:

Date:

By completing this form you have consented to your details to be held in our database. From time to time CIPFA may send you information regarding our services. If you would prefer not to receive this information please tick this box.

(1) – TERMS AND CONDITIONS OF BOOKING

Cancellations must be in writing to Gemma Pullen, Training Support Manager, CIPFA, No 1 Croydon, 12-16 Addiscombe Road, Croydon, CRO 0XT or by email to gemma.pullen@cipfa.org.uk. When a written cancellation is received more than 14 working days before the event, if a fee has been paid, a full refund or credit will be offered. After this point, all fees. We will gladly accept a substitute at any stage. Should CIPFA need to cancel or postpone an event for any reason, as much notice as possible will be given and an alternative date may be offered. If the alternative date is unacceptable to you, any delegate fees paid will be refunded. All fees paid are inclusive of material, lunch and refreshments. VAT is not included in the fees quoted. Please note overnight accommodation is not included in the fee; neither can we book accommodation for delegates. Cheques should be made payable to CIPFA Business Limited. Alternatively, invoices will be sent out to you before the event. Credit card payments may be made and this will be subject to a 2% charge. If you have any questions regarding this booking please contact Gemma Pullen on 020 8667 8595 or email gemma.pullen@cipfa.org.uk. Please allow 10 working days for confirmation of this booking to be sent to you. Please note that we do not accept bookings over the telephone.

BOOKING INSTRUCTIONS:

Please complete the booking form overleaf and fax back to Gemma Pullen 020 8667 8580 or email to cipfabookings@cipfa.org.uk.

If you have any enquiries regarding bookings, please contact Gemma on: **020 8667 8595**.

The Chartered Institute of Public Finance and Accountancy (CIPFA) is the leading professional accountancy body for public services, whether in the public or private sectors. We are the leading provider of training to the public sector in areas such as accountancy, financial management, fraud awareness, internal audit, corporate governance and business planning.

If you require this brochure in any other format or require further information on the programme, please contact:

Gemma Pullen

CIPFA

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E: gemma.pullen@cipfa.org.uk

www.cipfa.org.uk/training

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