**STATEMENT OF REQUIREMENT**

**FOR: APMG PROJECT PLANNING AND CONTROL**

**Background**

The DE&S Transformation created the Project Controls functional domain. Planning & Scheduling is a sub-discipline of Project Controls. It has been recognised that there is a continued need for a training and qualification route more aligned to the specific needs of the Project Controls function over the traditional Project Management training available. Project Professional graduates also use this course as part of their development programme.

**Requirement**

**To deliver: APMG Project Planning & Control Foundation & Practitioner Course**

The provider will deliver up to 12 classroom-based training events in FY 2019/20 with up to 12 in FY 2019/20 and FY 2020/21 if the two 1-year options are agreed. Specific dates to be agreed with the Authority.

The provider will make provision for up to 14 delegates per training event.

The provider will deliver the training courses in accordance with the APMG Project Planning & Control Foundation & Practitioner Training structure and syllabus

It would be expected that the foundation & practitioner training to be provided within the same week and this equates to one course.

The Authority will provide a classroom environment at either MOD Abbey Wood, Bristol or within a 5-mile radius for the delivery of the training course however, the provider may be asked to source a venue within a 5-mile radius of MoD Abbey Wood, Bristol should facilities be unavailable.  The Authority will inform the provider whether provision of venue is required on a course by course basis.

It may be necessary to carry out courses at other UK locations although this will be rare and subject to demand; the majority will be Bristol based.

The provider shall provide all learning materials and pre-course reading by no later than 15 working days prior to course start date to a nominated point of contact.

The provider shall be responsible for all liaison with APM to manage the examination entry of individuals, paper marking and exam results.

For the Foundation examination, the provider is responsible for all liaison with APM to manage the entry of individuals for the exam.  They shall provide facilitation of the examination and manage the collection and submission to APM for paper marking and distribution of examination results to individuals.  A copy of examination results will be provided to the point of contact within Project Controls Corporate.

For the Practitioner examination, the provider is responsible for all liaison with APM to manage the entry of individuals for the exam.  They shall provide facilitation of the examination and manage the collection and submission to APM for paper marking.  On receipt of the examination results, the provider shall manage the distribution of examination results to individuals.  A copy of examination results will be provided to the point of contact within Project Controls Corporate.