

Preparation for the APMP® Foundation Exam

Course Description

This course prepares candidates for the Foundation Level examination of the Association of Proposal Management Professionals (APMP) Accreditation Programme. The event covers the principles, procedures and terminology of bid and proposal management in accordance with APMP recognised best practice. The exam tests basic knowledge of best practice through a multiple-choice examination.

The Foundation Level qualification is the first step in the APMP professional accreditation programme, the only internationally recognised qualification of its type. Its possession is a mark of the holder's professional knowledge, experience and ability to operate as an effective bid team member.

The course lasts for 2 days and includes the following:

- Y Instructor led tuition
- Y Individual and group exercises
- Y Case study
- Y Delegate pack

Course Objectives

On completion of the course the delegates will have:

- Y Been able to demonstrate an understanding of the APMP Foundation syllabus
- Y Understood the principles of recommended best practice for each syllabus topic
- Y Become confident enough in their knowledge to sit the Foundation exam

Intended Audience

The event is aimed at those who have worked in a bids or proposals environment for at least a year (this is an entry requirement for the exam) as well as experienced Bid Managers who wish to progress to the Practitioner and Professional levels.

Related Courses

- Y Bid Management Seminar
- Y Bid Management Workshop

Course Outline

Event Content

The course covers the five Key Competency Areas of:

- Y Information Research and Management
- Y Planning
- Y Development
- Y Management
- Y Sales Orientation

The structured timetable allows plenty of time for discussion, revision and completing practice exam questions.

Examination and Certification

For candidates who wish to sit the Foundation examination, it may be found on-line on the *APMG* website:

www.apmg-exams.com/UKPstart.asp

The paper can be taken at the convenience of the candidate and is a one-hour, multiple-choice exam. All successful delegates will receive the APMP Foundation certificate.

What's Included

- Y The Proposal Guide
- Y Pre-course instructions and essential reading

Your Instructor

All WPM's instructors are practising Bid Managers, with many years experience in managing bids of all sizes. The principal instructors are themselves APMP Proposal Professionals

Benefits

- Y Proves ability as a Proposal Manager
- Y Proves impact as a Proposal Manager
- Y Identifies Proposal Managers for recruitment, promotion and succession planning

Price

Please call 01244 852 544