the project management training company

FACT SHEET



IPMA CERTIFICATION PREPARATION

LEVEL D

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IPMA ICB 4 – GENERAL INFORMATION

The purpose of the internationally recognized project management certification in accordance with the IPMA® guidelines is to provide the corresponding documentary proof of these competencies to employees in the private and public sectors, as well as self-employed entrepreneurs who have acquired relevant theoretical and practical skills in the fields of project, program and portfolio management. The certification is designed to simplify the recruitment of successful and trustworthy personnel for the private and public sector, in order to manage projects, programs and portfolios and to document the project management skills of their employees vis-à-vis their customers. The certification can be completed at the IPMA levels A, B, C or D.

The Eye of Competence (Individual Competence Baseline - ICB4) constitutes a complete inventory of skills for the management of projects, programs, and portfolios.



The 3 areas of competence are:

- Perspective
- People
- Practice

BENEFITS OF THE CERTIFICATION

For the certified person

- Proof of competences based on the IPMA guidelines
- Proof of project management know-how and experience in the form of a personal certificate of performance
- Internationally recognized project management certificate

For companies and other organizations

- Proof of project management competence vis-à-vis customers
- Securing a competitive advantage
- Establishing a qualification standard and a project management career path within the company

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For clients

- Greater security when placing orders
- Higher specialized competence of the contractors

LEVELS OF CERTIFICATION

IPMA offers four levels of certification – Level A, B, C, and D. For each level, the candidates need to fulfill a series of requirements which are listed below. There is no obligation to pass through all the certification levels. A candidate who fulfills the criteria for Level B – for example – can start preparing for Level B exam without having past the lower Level's exams.

Level B and A differentiate between Project, Program and Portfolio. Depending on the emphasis which a candidate takes in his/her career at this level, he/she has to choose between one of these directions. Our coaches will further elaborate the options.

IPMA Level D - Certified Project Management Associate

Holders of an IPMA Level D certificate have a broad knowledge of project management competences, are able to collaborate in project teams and to assume specific project management tasks.

Requirements: The application is not subject to any admission conditions.

Certification process

1 Application to receive the certificate, including self-assessment
2 Written examination

Certification fees and all dates can be found on the VZPM website.

Time investment: You should count an average of 60 - 80 hours to prepare for the IPMA D Certification.

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CERTIFICATION PREPARATION BY STS

STS can offer an individual preparation course to the IPMA certification according to the Swiss model and requirements for levels D through A. Our courses are based on the reference book IPMA Individual Competence Baseline – Version 4 (ICB4). This reference book covers the three domains of competences, illustrated by numerous explanations.

The preparation includes:

- Self-study – to get acquainted with the required knowledge and skills for each certification level; and
- Coaching – by experienced trainers, in workshops or individually STS aligns the preparation process with the public certification cycle of the Swiss certification body vzpm (www.vzpm.ch).

Preparation is slightly different depending on the IPMA level. The preparation package for the IPMA certification includes:

- Sessions (virtual or face-to-face) with an experienced coach/trainer to prepare for the different stages of the certification.
- Individual coaching and review of certification documents by an experienced coach/trainer.
- Digital learning tools as well as books to acquire knowledge (for Level D: exam simulator to prepare for the exam as well as several sample exams IPMA D).

The coach ensures that the steps of the certification process are well prepared and that the candidates fulfill the conditions to succeed.

The preparation is offered in German, French, and English. (Depending on the level, the certification documents may not be available in English. This should be verified with the certifying body: vzpm.ch).

SELF-STUDY WITH LEARNING TOOLS (PREP-PACK)

The IPMA Prep Pack is composed of the e-Learning course “Project Management IPMA Competences – ICB 4” which is aligned with the IPMA Competences Baseline 4 and the X-AM IPMA exam simulator.

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The e-Learning course covers the three competence areas of the ICB and is designed to provide a solid introduction to project management tools, techniques, and skills.

During preparation time, you are accompanied by an experienced tutor who answers your questions and supports you in the learning process.

The content can be accessed in free order according to your personal learning approach. The course is available in English, German and French.

The lessons include a variety of exercises that help reviewing the content and preparing for the exam.

The exam simulator X-AM IPMA allows certification candidates to prepare for the IPMA Level D examination in an easy and efficient way. Candidates become accustomed to the kinds of questions asked during the examination while practicing with X-AM. Aligned with the IPMA Individual Baseline 4, the IPMA X-AM simulator covers the Perspective, People and Practices competences. Each of the questions (over 350 in total) refers to one or several competences. The X-AM simulator is available in English, French and German.

TUTORING

During the individual learning phase, a tutor will accompany the certification candidates on their learning process and answer their questions. The tutoring is limited to comprehension questions and explanation of project management as outlined in the e-Learning courses. The tutoring service helps to solve questions and understand project management in a comprehensive way.

The tutor will not cover any procedural questions or review any parts of the certification process. The tutoring services are limited to 4 months.

COACHING

If desired, the certification candidates can request the help of experts who guide them through the certification process and help them fulfil the steps of the registration.

For Level D, the coaching services will be covering the following steps:

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IPMA Process	Individual Preparation	Coaching Services
		Introduction to IPMA certification, principles and procedures Introduction to the learning tools and the coaching services
	Filling in the application form, preparing the required documents	Explanations on and review of the application form
Application		
↓	Individual Preparation of the written examination with the help of the e-Learning and other training material	Guidance in exam preparation Review of the required competence indicators
Written examination		

The coaching will cover approx. 4 to 6 hours of interaction with the coach.

PRICING

The prices for the individual certification preparation with the IPMA Prep Pack and tutoring:

Item	Unit	Price CHF
IPMA D Prep Pack	Per person	1'160.-

This price includes:

- E-Learning ICB 4
- X-AM IPMA Exam Simulator
- Tutoring of e-Learning

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The prices for the individual certification preparation with the IPMA Prep Pack, tutoring and individual coaching sessions:

Item	Unit	Price CHF
IPMA D Certification Preparation	Per person	2'750.-

This price includes:

- E-Learning ICB 4
- X-AM IPMA Exam Simulator
- Tutoring of e-Learning
- Approx. 4 - 6h of individual coaching (virtual or face-to-face)

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TERMS AND CONDITIONS

- All prices are in Swiss Francs (CHF).
- VAT applies for delivery in Switzerland and depending on national VAT legislation.
- Licenses are invoiced before delivery.
- Payment Terms: 30 days net.
- The prices do not include the certification fees which have to be paid directly to the certifying body.
- E-Learning licenses are valid for 12 months. They are individual and cannot be transferred.
- The exchange between the coach and the certification candidates may be virtual or on-site depending on the availabilities of both parties.
- Expenses for travel, accommodation and meals for the trainer are not included in the pricing and will be charged separately at cost and upon receipts.
- It is assumed that face-to-face meeting are organized within the company's facilities and that the costs are covered directly by the company.

  STS disposes over a series of virtual conferencing tools which are covered in the above-mentioned prices. Should the client wish to use other conferencing tools, he will cover the costs for using and introducing the trainers to the tools.

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