the project management training company

FACT SHEET



IPMA CERTIFICATION PREPARATION

LEVEL C

STS Sauter Training & Simulation SA
Av. de la Gare 10
1003 Lausanne
Switzerland

part of the hemsley group

www.sts.ch
office@sts.ch
+41 21 510 11 50

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 C - Certified Project Manager

You are able to manage projects of limited complexity.

Requirements

Over the past 6 years, at least 3 years' experience as a project manager in moderate complex projects or in a responsible project management role as a project manager assistant in complex projects. Only the roles of *deputy project manager* and *sub-project manager* are accepted.

Certification process

1. Application to receive the certificate, including self-assessment
2. Executive Summary Report to demonstrate the complexity of the project management
3. Written examination
4. Write a report to demonstrate your competence
5. Interview

Certification fees (payable to VZPM) can be found on their website.

Time investment

You should count an average of 100 – 120 hours to prepare for the IPMA C 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.

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).

E-LEARNING

The e-Learning course "**Project Management IPMA Competences – ICB 4**" is aligned with the IPMA Competences Baseline 4 and covers the three competence areas of the ICB. It is designed to provide a solid introduction to project management tools, techniques, and skills.

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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.

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

The certification candidates will benefit from the help of experts who guide them through the certification process and help them fulfil the steps of the registration.

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

IPMA Process	Individual Preparation	Coaching Services
		Introduction to IPMA certification, principles and procedures Introduction to the learning tools and the coaching services
	Fill in the application form, preparing the required documents	Explanation on and review of the application form Review of the project of reference
Application		
↓	Writing of the executive summary of the project of reference Refresh knowledge with the help of the e-Learning if necessary	Review of the executive summary Support in addressing the key topics and competences
Review of Executive Summary		

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IPMA Process	Individual Preparation	Coaching Services
↓	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		
↓	Drafting and writing of the report on the project of reference to demonstrate the competences in accordance with the guidelines	Guidance in writing the review and addressing the right items Review of the report and suggestions of improvements
Review of Report		
↓	Individual preparation of the interview in line with the guidelines	Guidance and review of preparation of the interview
Interview		

The coaching will cover approx. 20 to 25 hours of interaction with the coach.

PRICING

The prices for the individual certification preparation are as follows:

Item	Unit	Full certification preparation package
Level C	Per person	CHF 3'450.-

This price includes:

- E-Learning ICB 4
- Tutoring of e-Learning
- Individual Coaching as per description above

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.

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- 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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