



ETCAL Level 5 Diploma in Project Management
610/0142/9

Assessment Principles

Introduction

This qualification is a centre led development and will be restricted initially to the centre in question, Projcon Group.

The assessment requirements are specific to each unit due to the nature of the delivery overtime and the assessment of each aspect of the qualification. Please refer to the individual unit detail throughout .

All assessment materials will be developed by the centre and mapped to the qualification accordingly. External quality assurance will be carried against the agreed requirements.

Learners are required to complete all of the units as mandatory to achieve the qualification.



Level 5 Unit – Business Research Methods

Unit aim

The aim of this module is to consolidate learning from the course modules and develop critical research skills to enable students to demonstrate in-depth understanding of theories, frameworks, models and concepts relevant to business issues relating to both organisations and projects. This module is designed to take the 'traditional dissertation model' and enable students to conduct applied research on a specific company and write up their results in form of a work-based consulting project. This will support students to develop advanced research skills and mastery of analysis and synthesis of data in a practical context.

Unit introduction

It will be expected to:

- Introduce the context and issue/problem/opportunity for the chosen project
- To write a methodology, to include an appropriate & current concise review of literature
- Demonstrate appropriate data collection
- Presentation of analysis, based on sound primary/secondary research
- Draw conclusions and make realistic cost-effective recommendations
- To give clear references and bibliography supported by appendices

The module delivery consists of specific lectures and number of activities for developing learners to reflect APM's five dimensions for becoming professional and competent project managers to face challenges in the competitive modern business industry.

Indicative module content includes:

- Defining business issue or opportunity
- Critical analysis of existing literature, contemporary business project policies & practices
- Research methodology and application
- Critical evaluation of Research Methods, i.e. questionnaires, surveys, interviews, case studies, etc.
- Quantitative and qualitative research methods
- Presentation of data and information
- Conclusions and recommendations

Assessment

Formative:

Learning tools during the lectures include:

- Questions and answers
- Class-room exercises
- Peer discussions
- One-to-one with the lecturers for feedback sessions
- Individual and group case studies

A deadline is given for students to submit assignments through VLE/E-mail for the formative feedback before final submission. Students need to indicate what aspects of the assignment needs feedback. The lecturer provides feedback on the work and suggests improvements. However, the final grade or indication on the final grade is not provided.

- Feedback sessions
- Videos
- Individual and group case studies, etc

A deadline is given for students to submit assignments through VLE/E-mail for the formative feedback before final submission. Students need to indicate what aspects of the assignment needs feedback. The lecturer provides feedback on the work and suggests improvements. However, the final grade or indication on the final grade is not provided.

Summative:

- Written Assignment 1 (40%): an individual essay critically reviewing research methods in project management (LO1, LO2, LO3 and LO4)
- Written Assignment 2 (60%): a written report to develop a research proposal for a chosen project (Learning Outcomes 3, 4, 5 and 6)

Unit Reference Number		R/650/0661
Qualification Framework		RQF
Title		Business Research Methods
Unit Level		Level 5
Guided Learning Hours		200 GLH
Total Qualification Time		200 TQT
Unit Credit Value		20 Credits
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can		Criteria expansion
1	Demonstrate a thorough understanding of opportunities and challenges for a project in an organisation	1.1	Identify, define and justify a business issue, problem or opportunity for a project in an organisation	This should include: <ul style="list-style-type: none"> business issue problem or opportunity for a project in an organisation
		1.2	explain what an organisation is	
		1.3	Describe what a project is	
2	Know the contemporary business project practices relevant to alternative issues.	2.1	Critically analyse and discuss existing literature, contemporary business project practices relevant to chosen issue, problem, and/or opportunity	This should include: <ul style="list-style-type: none"> chosen issue problem opportunity
		2.2	Describe in relevant detail the awareness of the chosen issue, problem and/or opportunity	
3	Evaluate and select appropriate theories/frameworks based on the chosen project.	3.1	Identify appropriate theories/frameworks based on the chosen project	This must include appropriate theories

		3.2	Demonstrate the ability to apply appropriate theories/frameworks based on the chosen project	
4	Understand and critically evaluate different research methods including applying appropriate research method to chosen project (issue/problem/opportunity)	4.1	Define the term research methods	List at least two examples of research methods
		4.2	State, compare and contrast research methods	
		4.3	Demonstrate different research methods and apply appropriate research method to chosen project (issue/problem/opportunity).	
5	Understand systematic analysis of qualitative and quantitative information and present results in a clear and consistent format	5.1	Undertake systematic analysis of qualitative and quantitative information	This must include a systematic analysis of qualitative and quantitative information
		5.2	Explain what is meant by present results in a clear and consistent format	
		5.3	Describe systematic analysis	
6	Demonstrate a working understanding of realistic conclusions and make recommendations supported by cost implications and ethical considerations	6.1	Draw realistic conclusions and make recommendations supported and cost implications	This must include conclusions, recommendations and cost implications
		6.1	Describe what is meant by ethical consideration	This must include ethical consideration



Level 5 Unit - Principles of Project Management

Unit aim

The aim of this module is to provide a detailed understanding of the principles of project management and their application in project planning. Furthermore, students will be guided to critically analyse methods of project planning and be able to select different tools and techniques to inform a choice of solutions to project planning challenges. Consideration will be given to the project planning framework and engage with scoping, estimating, scheduling and providing project controls for effective management. The module will also focus on research and gaining an in depth knowledge and understanding of resourcing and creating appropriate project teams. The module delivery consists of lectures, class-room exercises, questions and answers, peer discussions, one-to-one with the lecturers for feedback sessions, and various formative assessment activities such as individual and group case studies and follow-up discussions.

Unit introduction

Indicative module content includes:

- Project Planning Framework – Project Management Plan (PMP), contents, status and PM role
- Project Scope, PBS and WBS, scope creep – statement of work
- Project Estimating – techniques and CBS
- Project Scheduling – network diagram, critical path/chain, float – Gantt charts
- Scheduling Resources – three step process, smoothing/ levelling
- Creating a project Team – OBS and RAM
- Change Control & Configuration Management – Processes and knowledge & information management
- Project controls – Earned Value Management, reviews and gateways

Assessment

Formative:

Learning tools during the lectures include:

- Questions and answers.
- Class-room exercises
- Peer discussions
- One-to-one with the lecturers for feedback sessions
- Individual and group case studies

A deadline is given for students to submit assignments through VLE/E-mail for the formative feedback before final submission. Students need to indicate what aspects of the assignment needs feedback. The lecturer provides feedback on the work and suggests improvements. However, the final grade or indication on the final grade is not provided.

Summative:

- Written Assignment 1 (40%): an individual essay on scope management. (Learning Outcomes - 1, 2,3 and 6)
- Written Assignment 2 (60%): a written report outlining a Project Management Plan (PMP) / report (Learning Outcomes 2, 3, 4, 5 and 6)

Unit Reference Number		T/650/0662
Qualification Framework		RQF
Title		Principles of Project Management
Unit Level		Level 5
Guided Learning Hours		200 GLH
Total Qualification Time		200 TQT
Unit Credit Value		20 Credits
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can		Criteria expansion
	Know the key contemporary principles of project management	1.1	Critically explain key contemporary principles of project management	
1		1.2	Describe the term principles of project management	Quiz
		1.3	Identify the key contemporary principles of project management	
2	Distinguish between project constraints that compete with business-as-usual resources	2.1	Identify and respond to project constraints that compete with business-as-usual resources & activities and provide solutions within the PMP	Discussion and summary
		2.2	Define what is a resource	
3	Understand how to work with key project tools and techniques in project planning	3.1	Undertake and work with key project tools and techniques for effective project planning	Minimum of three examples

		3.2	Identify project planning techniques	
4	Know how to evaluate different project planning information and data to modify responses appropriate to the project context and requirements	4.1	Identify different project planning information and data	Q&A
		4.2	Extract and explain project planning information and data to modify responses appropriate to the project context and requirements	
5	Understand how to Investigate & develop different project processes for scheduling time and resources	5.1	Demonstrate the importance of different project processes for scheduling time and resources	Minimum of two examples
		5.2	Identify project resources.	
6	Know project controls & their application in differing project contexts	6.1	Identify the project controls	Minimum of two examples
		6.2	Explain project context applications	

A large, stylized version of the 'eta' logo. The 'e' is gold, the 't' is black, and the 'a' is grey. The letters are thick and rounded, with a slight shadow effect.

Level 5 Unit - Project Controls and IT

Unit aim

The aim of this module is to develop an understanding of project controls in organisations delivery project portfolios and use these insights to develop a strategic approach to monitoring and controlling projects for successful delivery. Students will need to identify and create project control plan, critically analyse their effectiveness, as well as actively utilising IT to ensure appropriate monitoring and control mechanisms are in place. The module delivery consists of specific lectures and number of activities for developing learners to reflect APM's five dimensions for becoming professional and competent project managers to face challenges in the competitive modern business industry

Unit introduction

Indicative module content includes:

- Project complexity & control discipline
- Project Control Plan (PCP) and controls within the PMP
- Planning for project controls - baselined plans & quadruple constraints
- Overseeing the structuring, cost and resource loading of schedules. Cost control and change management
- Earned Value Management – a system for project control
- Application of IT for project controls – MS Project, Kanban Boards
- Building effective project monitoring & control systems – Dashboards
- Report management and addressing stakeholders needs

Assessment

Formative:

Learning tools during the lectures include:

- Questions and answers
- Class-room exercises
- Peer discussions
- One-to-one with the lecturers for feedback sessions
- Individual and group case studies

A deadline is given for students to submit assignments through VLE/E-mail for the formative feedback before final submission. Students need to indicate what aspects of the assignment needs feedback. The lecturer provides feedback on the work and suggests improvements. However, the final grade or indication on the final grade is not provided.

Summative:

- Written Assignment 1 (40%): critically analyse in a case study form the role of project controls in assuring / supporting project delivery. (Learning Outcomes 1, 2, 3 and 4)
- Written Assignment 2 (60%): a written report critically evaluating project control in an organisation (Learning Outcomes 3, 4, 5 and 6)

Unit Reference Number		Y/650/0663
Qualification Framework		RQF
Title		Project Controls and IT
Unit Level		Level 5
Guided Learning Hours		200 GLH
Total Qualification Time		200 TQT
Unit Credit Value		20 Credits
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can		Criteria expansion
1	Understand the key contemporary principles and the link to project success	1.1	Critically explain key contemporary principles of project controls and the link to project success	Quiz
		1.2	Describe the links to project controls and to project success.	
2	Demonstrate a knowledge of different project information and data for project control purposes.	2.1	Critically evaluate different project information and data for project control purposes	Give at least three examples of each
		2.2	Explain the project control purposes and objectives	
3	Demonstrate the difference between earned value management as a system for project control	3.1	Investigate & develop earned value management as a 'system' for project control	Q&A
		3.2	Identify earned value management as a 'system' for project control	

4	Understand key IT tools and techniques for effective project control planning & implementation	4.1	Identify the key IT tools and techniques for effective project control planning	Quiz
		4.2	Describe what is effective project control planning & implementation	
5	Demonstrate how to respond to changing project requirements from stakeholders and the need to exert control over the project (Scope creep)	5.1	Evaluate the types of project requirements from stakeholders	Give at least three examples of each
		5.2	Explain how to exert control over the project (Scope creep)	
6	Know the use and application of dashboards	6.1	Critically evaluate the use and application of dashboards	Q&A discussion and summary



Level 5 Unit - Quality Management

Unit aim

The aim of this module is to develop an understanding of quality management in organisations delivery project portfolios and use these insights to develop a strategic approach quality to meet stakeholder and business needs. Students will be to identify and develop quality management processes for quality assurance and actively engage with quality control systems to meet stakeholder requirements and ensuring that products and services are fit for purpose/compliant. The module delivery consists of specific lectures and number of activities for developing learners to reflect APM's five dimensions for becoming professional and competent project managers to face challenges in the competitive modern business industry.

Unit introduction

Indicative module content includes:

- Organisations and Quality Strategies – TQM
- Quality planning – Quality Management Plan
- Quality Assurance & processes
- Quality Control Tools & Techniques
- Quality and Compliance
- Continuous Improvement & Quality

Assessment

Formative:

Learning tools during the lectures include:

- Questions and answers
- Class-room exercises
- Peer discussions
- One-to-one with the lecturers for feedback sessions
- Individual and group case studies

A deadline is given for students to submit assignments through VLE/E-mail for the formative feedback before final submission. Students need to indicate what aspects of the assignment needs feedback. The lecturer provides feedback on the work and suggests improvements. However, the final grade or indication on the final grade is not provided.

Summative:

- Written Assignment 1 (40%): an individual essay critically analysing TQM in project delivery. (Learning Outcomes 1, 2 and 3)
- Written Assignment 2 (60%): a written report critically analysing the role of quality planning outlining quality management planning. (Learning Outcomes 3, 4, 5 and 6)

Unit Reference Number		A/650/0664
Qualification Framework		RQF
Title		Quality Management
Unit Level		Level 5
Guided Learning Hours		200 GLH
Total Qualification Time		200 TQT
Unit Credit Value		20 Credits
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can		Criteria expansion
1	Demonstrate an understanding of the key contemporary principles of quality management	1.1	Critically explain key contemporary principles of quality management and its links to organisational success	Quiz
		1.2	Identify the key contemporary principles of quality management and its links to organisational success	
2	Understand key quality tools and techniques for effective quality planning	2.1	Identify and explain the key quality techniques for effective quality planning	Give at least three examples of each
		2.2	Describe the key quality tools for effective quality planning	
3	Demonstrate critical evaluation of different quality planning information and data to modify responses	3.1	Identify and evaluate the key components of quality planning information and data to modify responses	Q&A

	appropriate to the stakeholder needs			
		3.2	Explain the alternative types of stakeholder	
4	Understand the different project quality processes for assurance and control	4.1	Investigate & develop different project quality processes for assurance and control	
5	Know the changing quality requirements from stakeholders and impact on project success/delivery	5.1	Identify and respond to changing quality requirements from stakeholders	Discussion
		5.2	Explain an impact on project success/delivery	
6	Demonstrate how to critically evaluate continuous improvement for enhancing future project delivery	6.1	Identify and compare the types of benefits for continuous improvement for enhancing future project delivery	Give at least three examples of each
		6.2	Explain an application continuous improvement for enhancing future project delivery	



Level 5 Unit - Work Based Project 2

Unit aim

The aim of the modules brings together learning from other modules and students provide a work based project 2 (WBP) that demonstrates their knowledge, skills and competence in developing a Project Management Plan for a real life project in their organisation.

Unit introduction

Indicative module content includes:

- Structure and contents of the WB
- Selecting the right project
- Developing a template
- Contents for the Business Case
- Selection and Application of key tools & techniques

Assessment

Formative:

Learning tools during the lectures include:

- Questions and answers
- Class-room exercises

- Peer discussions
- One-to-one with the lecturers for feedback sessions
- Individual and group case studies

A deadline is given for students to submit assignments through VLE/E-mail for the formative feedback before final submission. Students need to indicate what aspects of the assignment needs feedback. The lecturer provides feedback on the work and suggests improvements. However, the final grade or indication on the final grade is not provided.

Summative:

- Written Assessment (100%): a work-based written case study report (Learning Outcome 1, 2, 3, 4, 5 and 6)

All written work should be based on academic literature research and provide appropriate references using the Harvard Referencing System.

Unit Reference Number		D/650/0665
Qualification Framework		RQF
Title		Work Based Project 2
Unit Level		Level 5
Guided Learning Hours		200 GLH
Total Qualification Time		200 TQT
Unit Credit Value		20 Credits
Unit Grading Structure		Pass / Fail

	Learning Outcome		Assessment Criteria - The learner can	Criteria expansion
1	Demonstrate how to critically evaluate the contemporary issues relating to the project management plan to the chosen project	1.1	Define what might be contemporary issues relating to the project management	Multi choice questions
		1.2	Identify the importance of the project management plan to the chosen project	
2	Undertake project planning tools & techniques to develop an effective plan for project implementation	2.1	Describe the importance of key project planning tools & techniques to develop an effective plan for project implementation	Give at least three examples of each
		2.2	Explain what project planning tools are	Q&A
3	Demonstrate how to Identify and respond to risk issues in change	3.1	Explain what the key principle risk issues in change context	Give at least three examples of each

	context and develop a quality plan for the project			
		3.2	Describe how to develop a quality plan for the project	Discussion
4	Understand how to identify and confirm the appropriate project controls for successful delivery	4.1	Critically analyse the chosen project controls for successfully delivering a project	
		4.2	Identify appropriate examples for successfully delivering a project	Discussion
5	Demonstrate collation and investigation for creating PMP	5.1	Investigate & collate information for creating the PMP	List at least three
		5.2	Describe the function of PMP	
		5.3	Explain the purpose of PMP	
6	Demonstrate critical awareness of the application of IT in developing PMP & controls	6.1	explain and evaluate the function of IT in developing PMP & controls	Minimum of at least three
		6.2	Explain the purpose of PMP and controls	