



UNIVERSITY COLLEGE DUBLIN

Project Management QQI Certificate Expression of Interest 2023

Course Information

This QQI (formerly FETAC) Project Management Certificate course (Level 6) is a 4-day course* and has been designed to give participants a solid introduction to the skills that are required to work effectively in managing and overseeing projects in the workplace.

The course focuses on exploring the fundamental principles of successful project management and incorporates several easy to apply, effective tools and techniques that will allow participants to become more confident and competent in managing a project. All core Project Management skills are covered including planning, managing, and closing projects, risk management, resource and scope planning, quality control and leadership techniques.

The course is highly interactive and utilises real life insights and practical everyday workplace examples. It is aimed at new, recently appointed, or those who are intending to become project managers.

This 4-day course contributes to the learning and education hours you need to apply to sit the Project Management Institute (PMI) CAPM (Certified Associate in Project Management) certification exam. PMI Certification is globally recognised as a gold standard in PM industry certification.

Please note there is a sizable amount of work in this course which will take significant time and effort with participants required to undertake pre and post course work and complete and submit two comprehensive assignments. As a result, **this course should only be undertaken by those in roles where these learnings can be applied to projects immediately or in the near future.** In addition, all participants must be available to attend all four days.

This course will be delivered online via Zoom on the dates outlined below.

Course Work

Each learner will complete self-directed learning and prepare two assignments. Self-directed learning includes research, reading, study, practice, reflection and preparation of assessment work.

Following the four days of training, learners will be given access to the online version of the course so they can revisit any sections they want as they work through their assessments. They will be invited to live Q&A sessions with the instructor which are typically run on a monthly basis.

On completion of the four training days, learners will have six weeks to complete and submit their assignments.

Application Process

If you interested in taking part in this course, please complete the Expression of Interest (EOI) form below signed by your Head of School/Unit/Director and return to peopledevelopment@ucd.ie by **5:30pm on Friday 24 February 2023.**

Evaluation of applications will be based on the content of the personal statement, the relevance of the course to the applicant's role, the alignment with P4G objectives and management approval.

Project Management Key Dates

Please ensure availability for all dates below prior to submitting an Expression of Interest Form

- 28 March 2023 - 09:15-15:00
- 29 March 2023 - 09:30-15:00
- 18 April 2023 - 09:30-15:00
- 19 April 2023 - 09:30-14:00



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Project Management Foundations Course (4-days)

Expression of Interest

Name of Applicant:	
Job title:	
School/Unit/Research Centre:	
Email address:	
Contact Number:	

Please use the space below to complete your personal statement addressing the following:

- How would participation in the Project Management certification benefit you in your current role?
- What current or upcoming projects do you hope to apply the skills you will learn on this course?
- What development needs have you identified through your P4G or developmental conversation that this course may support you to achieve?
- What outcomes do you expect to achieve from your participation in this course?

Maximum of 400 words



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Cancellation guideline

As there is significant demand for this course, a cancellation fee of €150 will apply if you cancel within 12 working days of the commencement date of the course and we are unable to backfill your place. This fee will be charged directly to the individual's School/Unit/Research Centre.

Management comments and approval

Name of Head of School/Unit/Director:	
Job title:	
School/Unit/Research Centre:	
Email address:	
Contact Number:	
Please enter any comments you may have to support the above application for this course in particular its relevance to the role the employee holds:	
*Please ensure you are familiar with the above cancellation guideline regarding this Project Management course. By signing this form, you are agreeing that cancellation costs, should they arise, will be charged to your School/Unit/Research Centre cost centre.	
Signature	

Submission of EOI

- Please submit this completed form to Peopledevelopment@ucd.ie by **5:30pm on Friday 24 February 2023**
- Outcomes are expected to be communicated to applicants by Friday 3 March 2023