



# Project Management

## Job Programme

Project Management  
Study package with Job  
Programme



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# WHAT THIS PROGRAMME OFFERS

Project Managers are the best organisers in the industry. They will plan, budget, oversee and document all aspects of a specific project or projects within a company. The need for Project Managers is synonymous throughout each industry.

With this programme, you have access to carefully selected UK accredited courses, support services and recruitment services to help you get your first project support, coordinator, project manager, junior project manager or senior administrator job.

You pay for your studies and invest in yourself and we work with you to get your first job working in a professional environment. Training and recruitment is what we excel at, we have been helping career seekers since 2009 succeed and climb the career ladder.

Project management is an exciting career choice, you will need to thrive under pressure as each project will have its own deadline.

Interpersonal skills will see you succeed and climb the ranks in this career as you will be responsible for efficiently delegating tasks to project teams, motivating the teams and reporting progress to senior managers.

# IN A NUTSHELL

1

Job/ money-back  
guarantee\*

2

Minimum of 4 official  
exams

3

Progress from Foundation  
to Practitioner level

4

Get experience managing  
simulated projects

5

Support from a team of  
experts

6

Recruitment support & CV  
review

7

1 year access to 6 UK  
accredited courses

8

Personalised study coach  
& mentor

# THE HYPE IS REAL!

Jobseekers with certifications from this programme are always in high demand and generally attract higher salaries. Our recruitment experts have pinpointed the qualifications that are most sought after and provide the best career pathways towards Project Management, Business Analysis, Senior Administration or Change Management.

The certifications gained from the exams included in this training package will make sure that you have a strong footing from which to springboard your career.

The certifications are UK and internationally recognised and our training courses are accredited by the PeopleCert, APMG and BCS.

Not only will these qualifications add great value to your CV, they lay the foundation for a financially rewarding career. Once qualified, you will be passed to our inhouse recruitment team who will create the perfect CV, provide you with recruitment services and help you get your first professional job in the area you have studied.

You can find video testimonials of success stories, achieved this year already, on our website.

# WHO IS THIS FOR?

If you are naturally organised, have strong administration skills, can follow processes and are a strong communicator, then you are ideally suited. No previous experience is necessary.

## WORLD CLASS SUPPORT

From the moment you register with us, you will have the guidance and advice you need to successfully qualify and find work in your new career. Our specialist recruitment consultants support you each step of your job seeking journey. While our qualified tutors and mentors provide you with all the support you need to learn new skills and qualify.

### All the support and help you need, you will have:

- |  |  |
|--|--|
| → A qualified tutor to provide support                     | → Revision questions and quizzes                               |
| → Your own mentor to pro-actively support and motivate you | → Exam revision support  |
| → Simulated projects to help you gain experience           | → 3 official foundation exams and 1 official practitioner exam |

# CAREER SERVICES & SUPPORT

- Job/money-back guarantee\*
- An updated LinkedIn profile
- Recruitment support from our specialist recruitment team
- Interview support
- Job seeking support
- A professional CV review and rewrite

**LEARN MORE**



# CAREER SERVICES & SUPPORT



1

Next you study the PRINCE2 Foundation course which is compulsory and then take the PRINCE2 Foundation exam.

Go through the Project Management Fundamentals course (PMF).

2

Continue your foundation studies by studying the Agile PM Foundation and take the exam.

3

Next study the Change Management Foundation course and take the exam.

4





Work through and complete the Project Management assessments.



Choose your practitioner course, study, and take the practitioner exam.



Now you are qualified and can opt for our recruitment services.

# COURSES INCLUDED

Below are the core courses of this package, other courses could be added to help you gain extra knowledge and skills.

This study pack- age also includes the official PRINCE2 manual and a practical project for you to manage where you get assessed (see FAQs below for more information).



## Project Management Fundamentals (PMF)

The PMF course will teach you the fundamentals skills and knowledge that are needed to lay the foundations of a successful and lucrative career in project management.



## PRINCE2 Foundation

The PRINCE2 Foundation course provides an understanding of one of the world's leading methodologies. This course will lay the ground- work for a successful project manager career.



## APMG AgilePM Foundation

This flexible methodology is popular and growing across the world. It offers an adaptable framework that is highly sought after, especially in sectors that create new products and services.



## Change Management Foundation

Understand the techniques and approaches used to prepare an organisation and its employees for change. All projects result in change and people need to be managed through this process.



## PRINCE2 Practitioner

The PRINCE2 Practitioner is the second level of training for Project Managers. To manage higher level projects, you will require the skills and knowledge learned from the Practitioner course.



## Agile Practitioner

Agile Practitioner is the second level of this popular methodology and to be a project manager using AgilePM, you need to build on your foundation level skills with this Practitioner course. Many companies use a hybrid of AgilePM and PRINCE2.

# ADDED BENEFITS

We take great pride in delivering a fantastic level of service which continues beyond your initial course purchase. We strive to go the extra mile by providing additional features such as course mentors, qualified tutors, career and job interview advice, CV writing assistance and general support to all of our students.

## **Mentor Support**

Your mentor will assist you with any general enquiries relating to your learner journey with us, from exam costs and bookings, to enquiries about your learning management system (LMS).

They will be on hand to pro-actively support and motivate you throughout your studies, as well as creating a personalised study plan to help make studying easier.

## **Career Support**

Career Support is provided by our specialist in-house recruitment team to help you succeed in the complex job market. This service is exclusively for ITonlinelearning students needing this service who have passed official exams and are ready to start their job search.

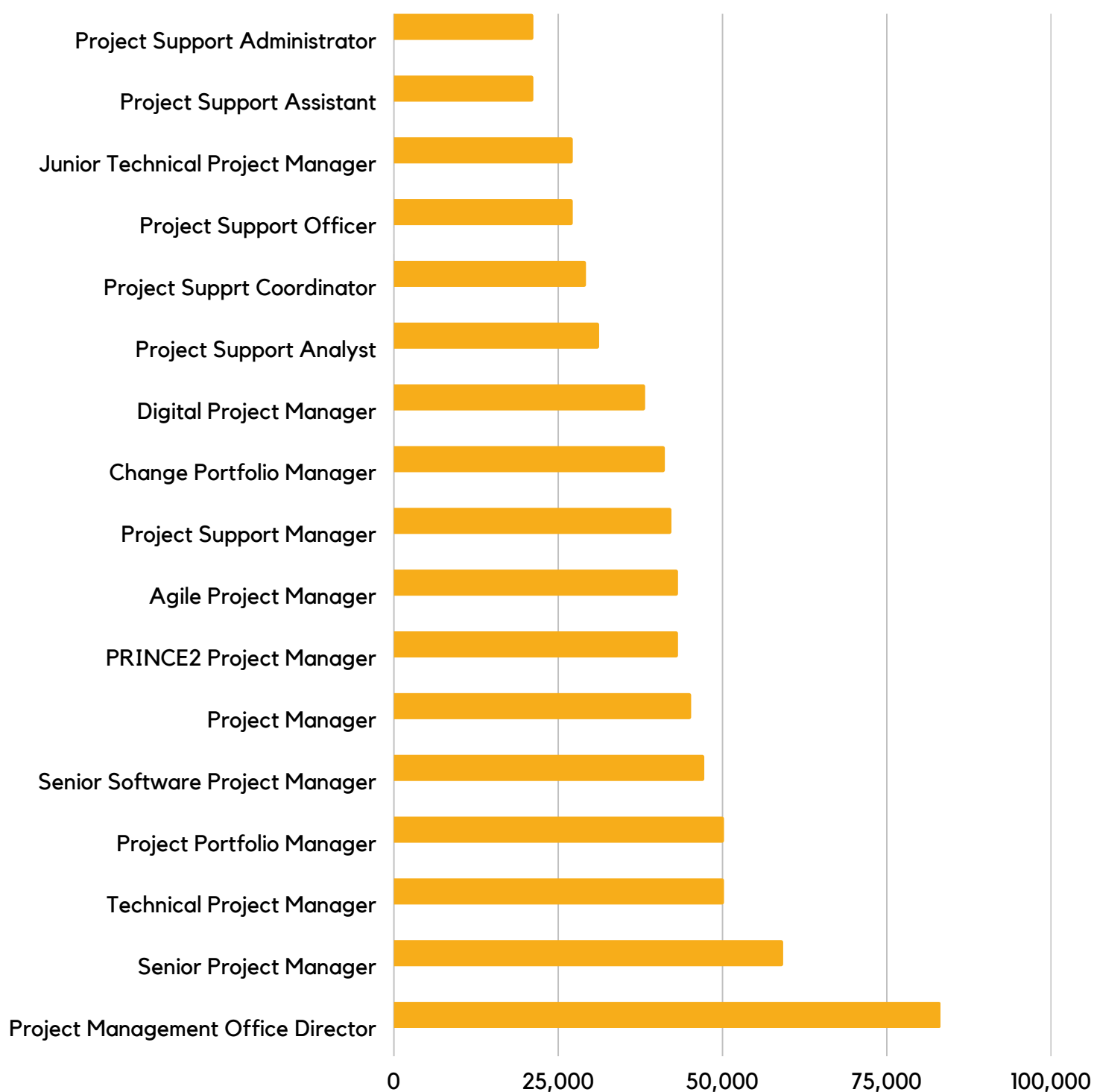
Along with a professional CV review and LinkedIn profile you will receive our Recruitment Pack which is packed with useful information, CV templates & guidelines, cover letters, interview preparation and a guide to our 4 steps to succeeding in the job market.

## **Tutor Support**

Our tutors are available to speak to over the telephone or via email. They are here to help you with any course related questions, as well as exam revision and preparation. What's more, all of our tutors are fully qualified in supporting you with your studies.

# CAREER PATH & SALARIES

## CAREER PATHS AND POSSIBLE SALARIES IN £



# PAYMENT OPTIONS

We offer various payment options to help you get started on your course.

- 1.** You can opt to pay in full and upfront for your course. Through our third-party partnership with Omni Finance, we are able to offer our students a stress-free alternative to paying a lump sum. You can spread the cost of your studies over affordable monthly payments from 6 to 12 months at 0% interest. This finance option can be used to cover course fees, exams and any study manuals you might need.
- 2.** Where students do not qualify for Omni Finance, we offer monthly spread payments in-house through ITOL Finance. Our finance plans are flexible and work around your commitments, they are interest-free and cover the cost of the course component only. Therefore, if you opt for ITOL Finance this does not cover the cost of exams and manuals. However, you can call the exam booking team at any time to pay for exams and manuals as you need them.

It's important to us that we provide you with courses to further your career or embark upon a new one without getting into financial difficulty. These finance plans were created to give you peace of mind, should you require them.

# FAQ'S

These are some of our most frequently asked questions. Please get in contact with our Career Advisors to answer any further questions and help you get your new career journey started.

## —> Are your courses accredited?

We are a CMI, APMG, PeopleCert and BCS authorised training centre and each course in this package is either APMG or PeopleCert accredited. All courses also follow UK methodology and practices used in both the private and public sectors.

## —> Can I use these qualifications outside of the UK?

The courses are UK accredited and internationally recognised. PRINCE2, for example, is the most widely used Project Management methodology across the globe.

## —> Are exams and the PRINCE2 manual included in the price?

As stated above, if you have paid in full or been accepted through Omni Finance, then 3 official foundation exams, 1 official practitioner exam and the PRINCE2 manual are included in the price. If you are paying via our in-house spread payment plan (ITOL Finance), then exams and manuals are excluded but you can pay for these at any time by contacting our exam booking team.

## —> What support do you provide?

You are supported by a team of tutors, mentors and recruitment consultants to help you qualify and get work in a professional environment.

# FAQ'S

## —> Why must I complete my exams before getting a job?

Hiring managers consider qualified job-seekers to be a lower recruitment risk who can hit the ground running and be more productive quickly. You must put yourself in the shoes of a busy recruiting manager to understand why this is always the case.

## —> What recruitment support to you offer?

Once you have completed your exams and the project management assessments, you are then supported by our recruitment team. They will provide you with a professional CV review & LinkedIn profile, job seeking advice, interview advice and support you each step of the job seeking process. Our aim is to empower you, so you have all the skills needed to secure interviews, master interviews and land the job you want to get. These are skills for life and can help you at any point in your career when you want to change jobs. You will proactively work with our recruitment team as they support you.

## —> How long do I have to successfully pass my exams?

You must pass all 4 exams and complete your project management assessments within 6 months to qualify for the job/money-back guarantee. The total study hours for the courses and completing the assessments varies from person to person but the recommended hours are approximately 105 hours in total. If the job/money-back guarantee is not important to you then you can take up to one year to complete all the exams and the assessments in this package.

# FAQ'S

## —> How will I benefit from completing this programme?

A rewarding career enables you to grow and develop. This package lays the foundation and kick starts your career in project management or similar. You will harvest what you invest in yourself. After this programme you will have learned new skills and validated this by passing 4 certification exams including a practitioner exam. This adds value to your CV and opens doors to career opportunities where you can further grow.

## —> Practical Experience?

After you have passed your 4 exams, you then work through simulated projects that build in real world experience where you get assessed on key areas of project management. This brings together everything you have learned and gives you the opportunity to apply your new skills.

## —> How long on average before I can find a new job opportunity?

This depends on how long it will take you to pass your exams and practical assessments. It also depends on your location and the number of opportunities close to you. We aim to ensure you secure a new job opportunity within 12 months of completing your last practical assessment, however on average most students secure a role within 4 months of passing their last practical assessment. Please note, our recruitment support only kicks in once you have passed your exams and the practical assessment as this is when your CV will stand out with your new certifications and skills.



# FAQ'S

## —> How does your job guarantee work?

In the event that you have passed all 4 certification exams (3 foundation & 1 practitioner) at first attempt and passed your project assessments within six months of registering with us and do not secure a job placement within one year after passing your last project assessment, we will refund your study fees less the cost of your exams and assessment costs subject to you conducting yourself in a professional manner, accepting reasonable job offers and working proactively with our recruitment team. It is also subject to you being a UK resident for at least 5 years, having a good command of English, paying your study package in full or if you are paying via spread payments, it is subject to you not missing any monthly payments. Our Terms and Conditions / Terms of Learning also apply.

## —> Can I opt out of recruitment services and your job/ money-back guarantee?

Yes, you can opt out of recruitment services and the job/ moneyback guarantee. If you do not need these services, the cost of your package will be reduced, however this can only be done prior to registering for this study package.

## —> What are average study times for each course?

This varies from course to course and from person to person. Foundation courses typically take 20 hours or more to study and prepare for exams. Practitioner courses take 30 hours or more to study and prepare for exams.

# FAQ'S

## → What is the best study path for me to follow?

The first step is to study the Project Management Fundamentals (PMF) as this course will give you a solid foundation level of Project Management. Next study PRINCE2 Foundation and prepare and take the official exam. Then study the AgilePM foundation course and take the exam. Thereafter study the Change Management Foundation course and take the exam. The next step is to choose your practitioner course and take the relevant practitioner exam. Lastly work through and complete the project manager assessments. Your tutor can provide you with more detailed advice.

## → I'm already working, can I study around my current job?

Yes, this study and job programme is flexible and designed for career starters and career changers that might be working in jobs that do not align with their career goals.

## → Can you tailor a study package for me?

Yes, we can tailor a study package for you based on your experience level and taking into consideration studies you have already completed.

## → Can you upgrade this package?

Yes you can add additional courses, manuals and exams to better suit your career goals and budget.

## → If I run out of time, can I renew my training?

You can renew your studies for another year if you need to. You can also add other courses at that time to meet your career requirements. We have a renewals team and a renewals advisor will be in contact as you near the end of your study term.

# WHAT DO OUR STUDENTS HAVE TO SAY?

We have a very active TrustPilot review page, are rated Excellent and have an average TrustScore of 4.8 out of 5. Here are just a couple of our reviews.

The resources are really good and I've learnt lots of new approaches to management of individuals/teams. My contact Oni was really helpful and ensured that I focused on the modules and not forget to do them! I'm truly grateful for the reminders considering I am working full time managing a team and looking after a family.

**- M Chowdhury**

New student enrolled on Project Management Course- Had my first conversation with Ryan Holzhausen. He is very helpful and full of knowledge. He answered all my queries thoroughly and in depth and followed our conversation with an email containing supporting documentation. So far its a good experience and I feel very supported .

**- Eunice**

The journey of a thousand miles as the saying goes starts with a step. The story my project management placement program with ITOnlinelearning was a huge success for me having passed and completed all the certification courses and now moving to the recruitment stage. This program is highly recommended and valued. Great job!

**- Peter**

**Student Success Stories**

# Join thousands of candidates successfully **upskilling** and **transforming** their careers

Take your business improvement skills around the world with  
internationally recognised qualifications

✓ Accredited courses

✓ Full Career Support

✓ Flexible Finance Options

✓ Job Guarantee



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