

# PRINCE2 : FOUNDATION AND PRACTITIONER

## AIMS

PRINCE2 is the world's most widely adopted project management method used by people and organisation across most industries and sectors.

It is a flexible method guiding you through the essentials for managing successful projects regardless of type or scale. Built upon seven principles, themes and processes, PRINCE2 can be tailored to meet your organisation's specific requirements.

## CLIENT GROUP

There are no formal entry requirements, however, candidates should ideally have experience of working on or leading projects within their organisation.

The Foundation award is for anyone needing a clear understanding of project management but limited responsibility for the project

For anyone having overall responsibility for projects should complete both the Foundation and the Practitioner awards.

## AWARD

Successful candidates receive either the Foundation or the Practitioner certificate, depending on whether the Practitioner had been completed.

The Practitioner award can only be completed after the successful completion of the Foundation award.

## COURSE CONTENT

The following themes are covered:

- Is there a business justification for the project?
- Defining the roles and responsibilities of the project team
- What are the quality requirements and how will they be delivered?
- How to develop the plan
- Effectively identify risks and opportunities which may impact the project
- How changes to the project will be assessed and implemented
- Monitoring the ongoing viability and performance of the plans and whether the project should proceed

## ASSESSMENT

Whilst this is a taught course, candidates are expected to undertake pre-course reading and a substantial amount of home study.

A multiple choice exam will need to be completed for each award.

## DURATION

Foundation : 3 days

Practitioner : 2 days

## CANCELLATION POLICY

Inverness College UHI (ICUHI) reserves the right to cancel or defer the dates of the courses. In the event of ICUHI cancelling a course, learners will be deferred to another (scheduled ICUHI) course or given a full refund if ICUHI are unable to provide a course on dates suitable to the learner. In the event of cancellation of a course by the learner or their representative, the following charges will apply:

More than 28 days – 0%

14-28 days – 25%

1-14 days – 50%

No notice or non-attendance without notice – 100%

ICUHI reserves the right to charge a cancellation fee of £40 if the learner or their representative cancels (refund terms above). Cancellations can be advised to ICUHI by telephone but must be confirmed in writing, either by post or email to:

[business.ic@uhi.ac.uk](mailto:business.ic@uhi.ac.uk)

Refunds are calculated from the date of the written confirmation of the cancellation being received by ICUHI.

Learner deferral requests must be received no later than 10 working days prior to the course start date, otherwise the above £40 administration fee will apply. ICUHI will make all reasonable attempts to defer the learner to a suitable ICUHI course, but deferral requests are at the discretion of ICUHI as are any refunds after deferral requests. All awarding body costs arising from the learner deferral request must be met by the learner.



To apply or for more information  
email: [business.ic@uhi.ac.uk](mailto:business.ic@uhi.ac.uk)