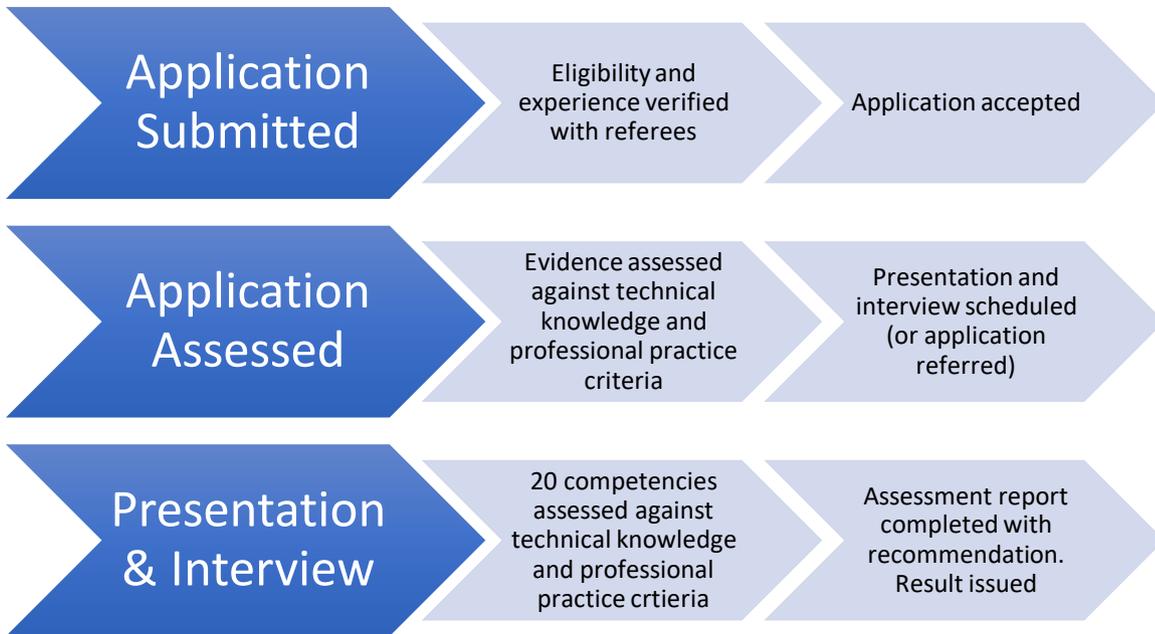


Praxis Framework Professional (PFP) Candidate Guidance



Assessment Process

Below is a general overview of the stages undertaken during the APMG Praxis Framework Professional (PFP) Assessment:



If your application does not satisfactorily evidence the level required or is incomplete, you will receive feedback that will have to be addressed before re-submitting your evidence. You will have 90 days in which to re-submit your application. You may have a maximum of 2 submission attempts before being issued with a failure notification.

On successfully achieving the Praxis Framework Professional, candidates are eligible to apply to the Association for Project Management for Chartered Project Professional via Route 2:



1. Applying for Praxis Framework Professional (PFP)

The PFP Application Form should be completed and returned to APMG, along with your portfolio of supporting evidence. You must also submit the certificates or supporting documentation (scanned copies are acceptable) to confirm that you hold the required qualifications.

When applying for a PFP Assessment, you must ensure that all the required information and documentation is provided.

Whilst there are 39 Praxis Framework competencies, you will be assessed against the mandatory 20 competencies identified for PFP.

You must sign and date the application form to confirm you are happy to share your information with APMG for the purposes of undertaking the Assessment, and to also confirm you have read and understood how this data will be held and processed by APMG.

2. Eligibility Criteria

To be eligible to undertake the PFP Assessment you must fulfil the below criteria:

- Hold the Praxis Practitioner qualification
- Be professionally active for at least 5 years, with a proven track record of delivering projects, programmes, portfolios or a key control or enabling function
- These projects, programmes or portfolios exhibit characteristics of complexity
- Have the required breadth of project experience to meet the requirements of 20 PFP competencies
- Have an advanced technical knowledge and able to confidently evaluate and analyse theory of current practices and methods.

3. Application Form

Section 1 – Candidate Details

You will be asked to provide some basic personal contact information for yourself. APMG will only use this information in accordance with data protection rules and our privacy policy.

The information you provide in this application will only be accessible to the APMG admin team, your assessor and potentially a moderator. You must confirm that you are happy to share your information with APMG for the purposes of undertaking the Assessment, and that you have read and understood how this data will be held and processed by APMG.

Section 2 – Case for Becoming a Praxis Framework Professional

You are required to write a short and concise summary showcasing your level of experience, and why you believe you are operating at the level of a Praxis Framework Professional. (*Maximum 750 words*)

You must provide:

- A brief introductory paragraph that explains who you are, your role and level of seniority;
- A summary of why you believe you are acting at the level required;
- How you believe you are demonstrating all of the competencies and behaviours within the Praxis framework.

Section 3 – Project Overviews Demonstrating Impact as a Project Manager

You are required to provide a brief summary of your most notable projects, programmes or portfolios (*Maximum of 3*) completed within the last 3 to 5 years against which you are going to provide your evidence. You should be clear as to your role, how you have applied your acquired skills and experiences in the context of the Competence Framework, and the impact you have had on your organisation and your clients. (*Maximum 500 words per project*)

The PFP Project Competence Mapping Tool is provided to help you identify and select those projects to use in your statements, or, where appropriate, areas in which you need to expand your experience in order to be able to demonstrate competence. You will need to describe the following for each project, programme or portfolio:

- The project name

- Start and end dates
- Your role and expectations/requirements
- A description of the project complexity, including:
 - The scope of the project, e.g. multiple work packages or projects, parallel life cycles, multiple dependencies, critical success factors and KPIs
 - Degree of uncertainty or conflicting objectives, e.g. assumptions/unknowns, unclear objectives, conflicting objectives requiring high level of stakeholder management, unpredictable outcomes or unstable specifications
 - Stakeholders, e.g. number, level, competing interests, unknown interrelations, changing
 - Risks, e.g. level of unpredictability or risk, level of potential risk impact, opportunities to address potential threats/opportunities
- How the project maps to the competencies within the Framework - please be specific, not all projects will evidence all competencies
- A summary of the impact the project has had on your client, and the key outputs
- A summary of the impact the project has had on you and your role as a Project Manager
- What you have learned from the project and how this will help you moving forward.

For a project to be deemed suitable for assessment, it must be considered complex in all areas listed above.

Section 4 – Referee Endorsement

This section is to be completed by your referee(s), who will confirm you are operating at the level required and that you demonstrate the required competencies.

Your referees needs to provide:

- An introductory paragraph that explains who they are, their role and level of seniority and how they are known to you;
- A summary of why they believe you are acting at the level required and how they think you are demonstrating the competencies and behaviours within the Praxis Framework.

This section must be signed. Alternatively, this section can be in the form of an email from your referee, in which case it must come from an official email including email signature.

Section 5 - Portfolio Submission Evidence Template

As part of your application to undertake the PFP Assessment, you are required to submit a portfolio of evidence. This will detail your skills, knowledge, behaviours and experience aligned to the competencies.

This section of the application template is designed to enable you to organise, describe and signpost the evidence provided within your portfolio against the Competence Framework. Your evidence must:

- Be qualitative rather than quantitative and showcase your 'best' work, from your most 'notable projects'
- Cover all of the 20 mandatory PFP competencies within the Praxis Framework
- Demonstrate how you have applied your knowledge
- Avoid theoretical answers or repeating the competence statements and assessment criteria.
- Must be in the first person, relating to your own experience, not that of others, your team or organisation.

The Praxis Framework identifies 39 competencies. Your portfolio of evidence must focus only on the 20 mandatory PFP competences. This will provide the focus for the subsequent assessment. All supporting documents provided should reference the competencies to which they are applicable.

The template must signpost all of the evidence you are providing in support of your application. Against each competence listed in the template, you must provide:

- **A description of your evidence of competence** - a description of how the evidence you are submitting demonstrates your competence against the technical knowledge and professional practice criteria. Example types of evidence are given in the template. These are suggestions only and not exhaustive;

- **Feedback received** - details of those from whom you have sought/received feedback, including their role and organisation, and how this feedback supports the evidence you are submitting.

If at the initial review stage, your Assessor feels there is a serious issue with the portfolio of evidence, for example selected assessment areas having been missed completely or insufficient detail provided throughout the portfolio, they will highlight this and refer the evidence back to you for further work to be done before being resubmitted. You will have two attempts at submitting your application. Once approved the date for the presentation and professional discussion will be confirmed.

One way, but not the only way, of providing appropriate evidence to your Assessor is to use the STAR method. This stands for Situation, Task, Action and Result. For each of the 20 competencies, you could describe the situation you were in, the task you were required to do, the action you took to address the situation and the result of your action.

A brief **example** for *consolidated planning* might be:

Situation: The project was coming to the end of the first phase of work and the sponsor needed to review the resources required for the next phase.

Task: I was asked to provide more details of the work that had to be done during the next 6 weeks of work on the project.

Actions: I used a work breakdown structure together with the project schedule to determine exactly what would be undertaken during the next 6 weeks along with the skill set required to complete the work.

Result: The sponsor and I discussed the work required and I was able to determine which specialist resources were required whilst staying within the budgetary limitations.

There is likely to be much more detail included than given in this example, but this is just a brief illustration of the STAR method of providing evidence. Clearly there will be occasions when the same situation resulted in a number of different tasks and in that case repetition of the situation might be avoided by a general statement of the situation and reference to it from elsewhere in the document.

During professional discussion, you will be asked to reflect on your experiences to demonstrate your mastery of the technical knowledge and understanding criteria, e.g. why you chose an approach, was it the best choice, and what you have learned.

The portfolio of evidence must be submitted in electronic format. If required, you can anonymise the information in the portfolio of evidence.

4. Presentation & Professional Discussion

Once the application is approved to go forward to the PFP Assessment, you will be contacted directly by your Assessor to schedule the presentation and professional discussion. Assessments will be conducted via teleconferencing software. **There may be a requirement to download the teleconferencing software** for the assessment.

Once the assessment is confirmed the teleconference meeting invitation will include links to download the software, if required. The presentation and professional discussion will be recorded for quality assurance purposes with your permission. The live assessment will last a minimum of 2 hours.

If a teleconference meeting is not appropriate for any reason, then APMG should be contacted to make alternative arrangements.

When undertaking the session via teleconference you are free to choose a suitable environment in which to do this, for example at home or at work. APMG recommends you select an environment where it will be quiet, you will not be interrupted, and you will have a reliable Internet connection of acceptable bandwidth to allow simultaneous two-way transmission of the presentation, video and audio.

Presentation

The presentation is expected to be approximately 30 minutes in duration and contain approximately 15-25 slides. The presentation should focus on the 4 mandatory process competencies plus 5 other competencies chosen by you. It is an opportunity for you to showcase your experience as a project manager.

The presentation can be delivered in any format, not exclusively PowerPoint or an equivalent. However, if using teleconferencing software, it must be possible to see the presentation online.

Professional Discussion

The purpose of the professional discussion is to:

- verify, validate and assess the portfolio of evidence and presentation
- determine whether you have the advanced technical knowledge and understanding required of the PFP Assessment, and have successfully applied this to deliver projects, programmes or portfolios that involved:
 - Uncertainty or conflicting objectives
 - High levels of unpredictability or risk
 - Multiple work packages, projects or programmes
 - Multiple interdependent stakeholders, possibly with competing interests

The discussion is designed to evaluate and assess your level of professional competence. There are no trick questions and you should structure your responses to questions using 'I', not 'we' or 'the team'. The Assessor is seeking to understand your evidence.

You are expected to provide detailed and specific answers about actual events relating to the evidence in your application. You will be asked to reflect and expand on some of your answers and highlight how processes or tasks might have been done differently.

The discussion will focus on a selection of the competencies, spending more time on some than on others. Your Assessor will use questions that have been selected and tailored based on the submitted portfolio of evidence. Your Assessor has tailored the questions to probe areas in the information provided as part of the portfolio of evidence that are unclear, conflict or require further evidence to support the PFP accreditation decision. If required, you are permitted to refer to your portfolio of evidence or other supporting documentation during the discussion.

In the final few minutes of the discussion you will be given an opportunity to talk about anything that you think is important to your application that has not yet been mentioned.

Section 5: Results

Each competence is awarded up to 2 marks for technical knowledge and up to 2 marks for professional practice.

The total scores will be added together to give an overall total score out of 40 for technical knowledge and 40 for professional practice. For a candidate to fully meet the standard they must achieve a minimum score of 30 out of 40 for both technical knowledge and professional practice.

The candidate's final overall grade will be determined according to the following for both technical knowledge and professional practice:

- **Fail:** total of the scores from all components in technical knowledge and/or professional practice = 26 marks or less
- **Borderline:** total of the scores from all components in either technical knowledge or professional practice = 27 to 29 marks
- **Pass:** total of the scores from all components in both technical knowledge and professional practice = 30 + marks

Your assessment will be moderated and you will be informed of the outcome within 15 working days following the completion of the PFP Assessment. Certificates will be sent direct to you.

You will have one attempt at the professional discussion process before having to reapply for PFP. If your submission is not successful, you will receive feedback on the competencies not sufficiently demonstrated.

Any appeal must be submitted within 20 working days of receipt of the decision. The APMG appeal process is outlined in the APMG policies and procedures.

6. Borderline PFP Assessment Decisions & Re-Takes

Any assessment that scores **27-29 marks, for either technical knowledge or professional practice**, is a fail but would be considered a borderline decision. In this instance you will be given the option to undertake a targeted re-assessment at a reduce fee.

If you wish to undertake the re-assessment, you would be required to apply for the borderline re-assessment within **3 months** of the date of the original PFP Assessment. If outside of this deadline then a full re-assessment would be required.

Borderline decisions would be subject to a targeted re-assessment, on the competencies deemed to be weak during the initial assessment.

Depending on the reasons for failing the initial PFP Assessment, the re-assessment would involve either a re-submission of written evidence against the weak competencies and/or a professional discussion. The requirements for the re-assessment will be considered on a case-by-case basis.

Please note you are only eligible to undertake **one** borderline re-assessment. If you score below 30 marks for either technical knowledge or professional practice following the re-assessment you are classified as a fail and would require a full PFP re-assessment.

