



A guide for staff who support PET funded distance learners to study project management courses with CUPE International

Introduction

Since 2019, CUPE International have been supplying a range of project management courses to PET learners. They are also some of the most expensive courses that we fund. PET staff work extremely hard to raise charitable funds to enable people in prison to study these courses.

PET staff support learners through our free advice line and Freepost address. However, we need your support in helping day to day and to facilitate exams and assessments. We would love to be able to offer more direct support - but we are a small team of 9 covering 120 prisons- so we really appreciate all that you do to enable distance learning at your prison.

Course Overview

Agile PM is a project management method which takes a different approach to the more traditional methods, such as PRINCE2, and has become more popular in some sectors in recent years due to its flexibility.

Agile PM also offer **Scrum Master**, another well-known framework to manage product development and this is a useful qualification if you are looking for a job in management or IT.

APM Project Fundamentals is accredited by the Association for Project Management (APM) and is particularly used for construction and engineering.

APM Risk Management is the next step on from APM Project Fundamentals and useful when planning or monitoring progress on any project.

(Until 2022, we also offered PRINCE2, but it is no longer possible to run the course in prison)

Suitable Candidates

In order to assess applicants' suitability for these courses PET will require learners to be academically able, and so we now expect learners to be able to evidence that they have studied at Level 3.

We expect to see some prior experience or skill in this sector, it's very important that this section of the application form is filled in thoroughly. You can offer interested learners a PET free short course to give them the opportunity to try out distance learning before they commit to a funded course.

Tutor Support

CUPE offer tutor support to all learners, and we highly recommend that learners take advantage of this service. It would be extremely helpful if you could help link learners to the tutor. You can do this by emailing assignments and queries on the learners' behalf (this is the quickest route) or by ensuring the learners know how to get in touch with the tutor by telephone or post.

Tutor email addresses are listed in the table below. Postal address and telephone contact details are in the course packs.

Course	Exam Board	Tutor
APM Project Fundamentals	APM	Sheila Roberts sheila.roberts@cupeinternational.com
APM Risk Level 1	APM	Sheila Roberts sheila.roberts@cupeinternational.com
AgilePM Foundation & Practitioner	APMG	David Roberts david.roberts@cupeinternational.com
ABC ScrumMaster	APMG	Sheila Roberts sheila.roberts@cupeinternational.com

Queries can also be sent by e-mail to: team@cupeinternational.com

Table of Resources

Learners are expected to make use of all the material in the course packs. It is important to make use of all the necessary information and so the packs now include a table that lists all the resources which are provided for each course and how they should be used, for example a glossary of terms, and sample exam questions.

Receiving the course pack can be an overwhelming experience for learners, so it would be great if you could find some time to go through it with them shortly after the course arrives, for example to highlight the various resources.

Exam Readiness Checklist

Some learners progress really well through the course only to then fail in the exam, often because of insufficient preparation. It's so important that learners are well prepared for the exam, which is taken once all of the course modules have been completed.

CUPE include an Exam Readiness Checklist with every pack to ensure learners have completed all modules, exercises, sample exams and quizzes. It would be great if you could go through this with the learner to make sure they understand how best to prepare for the exam and to give themselves the best chance of passing.

Exam Booking

The learner will be able to take their exam whilst they are in prison. A member of staff will need to be assigned as an invigilator for the exam. When the learner is ready to take the exam, you should email CUPE to make the arrangements: team@cupeinternational.com

The exam boards APM & APMG require an e-mail address for candidates to register for the exam so you, or another member of staff, will need to use your e-mail address to register on the candidate's behalf. Successful candidates will also receive e-certificates from the exam board at this e-mail address (these can also be printed out).

Exam booking procedures vary depending on the exam board (APM or APMG).

APM Exams

1. You e-mail CUPE to request an exam for your candidate and they forward the request to APM.
2. When CUPE receive approval for the exam booking, they will contact you to arrange approval of the invigilator. The approval process takes 7 working days.
3. Once an invigilator is approved, CUPE will contact you and request the date and time required for your candidate. (APM require 3 weeks' notice prior to the exam date). The exam pack is sent out by APM to you, so CUPE will need to have a contact name, exact address and phone number to provide to APM, to enable a signed for package to arrive.
5. CUPE will send you confirmation of the exam booking and the date the exam pack is expected to arrive.
6. The exam will then be invigilated and administered at the time booked.
7. The invigilator will return the exam package to APM in the APM packaging in which it was sent. APM provide detailed instructions in the exam pack on how to do this. The exam pack must be returned by recorded delivery to enable tracking in the event of the pack going missing.
8. Results are provided within 8 weeks of the exam being returned.

APMG Exams

1. Email CUPE to formally request an exam for your candidate.
2. CUPE will contact you and send you the details required for an invigilator to be approved. (APMG normally require 7 working days to approve a new invigilator).

3. Once an invigilator is approved, CUPE will contact you and request the date and time required for your candidate. (APMG require 3 weeks' notice prior to the exam date). The exam pack is sent out by APMG to you, so we need to have a contact name, exact address and phone number to provide to APMG, to enable a signed for package to arrive.
4. CUPE will send you confirmation of the exam booking and the date the exam pack is expected to arrive.
5. The exam will then be invigilated and administered at the time booked.
6. The invigilator will return the exam package to APMG in the APMG packaging in which it was sent. APMG provide detailed instructions in the exam pack on how to do this. The exam pack must be returned by recorded delivery to enable tracking in the event of the pack going missing.
7. Results are provided within 4 weeks of the exam being returned.

PET has to pay all fees before courses are sent to learners. Courses which are abandoned, or exams not taken means PET funds are wasted. To reschedule an exam the learner must re-apply to PET using the PET EEE form. This process will take time and funds are not guaranteed.

Please help us make the best use of our precious funds by ensuring learners complete their course and take their final exams and/or assessed assignments.

If the learner is going to work, ensure that they are able to book time off on their chosen exam date.

Please also make a contingency plan for exams - you may be sick or on holiday. Make sure someone else in the department can carry this out in your absence and knows when the exam is due to take place and how to access the exam paper and return answers in your absence.

Thank you!

It would not be possible for PET to run distance learning in prisons without the hard work and dedication of staff like you. So, thank you, and please call our Advice Manager on 07436133047 if you are unsure how best to support a learner studying a CUPE course.