



## APMP FOUNDATION CERTIFICATION PACKAGES

### SILVER FOUNDATION WORKSHOP AND EXAMINATION

£455 PER CANDIDATE (£546 INC VAT)

A full day training event to prepare for and then take the APMP Foundation examination. It will be led by a highly experienced proposal professional. We will introduce you to all the best practice principles that you will need both to get you through the exam and to enhance your career as a bid / proposal professional.

Includes:

- Exam fee - The cost of sitting the APMP Foundation level exam is included in the package price. You may choose to sit the exam at the end of the training day or to take it on-line in your own time.
- Study Guide – We will send you will be sent a copy of the APMP Study Guide (worth over £60) in advance of the day. This is a prerequisite for anyone taking the examination and an essential tool for preparing a bid
- Glossary - You will also receive a copy of the APMP glossary, itself worth over £20, another prerequisite for taking the examination
- Quick Reference Exam aid – This document, which is only available to candidates studying with Sixfold, is quick reference guide which can earn you vital marks during the exam.
- Lunch and refreshments
- Options (you can order these at any time before the event, at an additional cost)
  1. Exam Retake<sup>1</sup> - If in the unlikely event you should fail the exam, you can elect to join another Sixfold Foundation Training event or just resit the examination, for no charge - £150
  2. Six months 'on-the-job' telephone support - For a period of six months after the event, candidate can call on Sixfold bid professionals to give assistance over the phone with any aspect of their job. This could be advice on how best to prepare a bid kick-off to thoughts on how to deal with difficult procurement situations or whether to consider challenging a win/loss decision - £255
  3. Sixfold Author's Guide - An electronic copy of the invaluable guide that you can tailor to meet your own bid standards, this guide sets the approach that all contributors should take to creating their bid text and supporting the Bid Manager- £25

<sup>1</sup> In the unlikely event that you fail the first exam you may wish to retake it. If you chose to retake this exam Sixfold will not charge the re-examination fee. Sixfold will also provide a free place on its next Foundation course, subject to availability, or set up the examination for you on-line. (Note: The APMP examination charge for a re-examination is £250)

## GOLD FOUNDATION WORKSHOP AND EXAMINATION ~~£900~~ £550 PER CANDIDATE (£660 INC VAT)

The Gold package includes the entire Silver package, plus all three options, for a discounted inclusive fee.

## ASSISTED APMP MEMBERSHIP £158.50 (£190.20 INC VAT)

Completion of the application for your membership of the APMP, purchasing and supplying the APMP membership number. Includes APMP membership for one year and access to all APMP member benefits.

## GENERAL

### Notes:

- 1. All prices are exclusive of VAT which we will add to all invoices at the current rate.*
- 2. We will hold Public courses at a city centre location – We will hold London courses in Zone 1 and Manchester courses within a few minutes' walk of Piccadilly Gardens*
- 3. Fees are for APMP members. Non-members will attract additional APMP fees, which we will pass on at cost.*
- 4. Examination candidates must bring proof of identity with them to the examination location.*
- 5. Candidates for the Foundation examination must have at least 1 year of experience in a bid and proposals environment and hold a current APMP membership*
- 6. We can give partial or full refunds depending upon the remaining time before the event. We cannot give refunds once we have booked any examinations or venues for you. However, if manageable, we will allow booking at our discretion onto a later scheduled course for a fee of £75 to cover our administration and venue costs.*