



# ECITB Project Controls Programmes

[www.ecitb.org.uk](http://www.ecitb.org.uk)

# Project Controls Programmes

Managers in the engineering construction industry know the critical importance of planning and project controls to the success of projects. The ECITB collaborated with employers as part of an industry-led Project Controls Working Group and developed training courses, qualifications and standards that can be used to enhance skills.

## Introduction to Project Controls

This course is aimed at those who require an introduction to the role of the Project Controller or Project Practitioners with little or no formal training in the subject of Project Controls or Project Management. This course provides a comprehensive and detailed insight into the fundamentals of Project Controls including planning, estimating and cost engineering. It is applicable to both onshore and offshore environments.

**Audience:** New to project controls or no formal training

**Duration:** 3 days

## Estimating Methodology & Practice

The course provides an overview of the principles and practices of estimating and how the role is linked to all activities company wide. The breadth of skills and knowledge extend to a range of interpersonal skills as well as the technical abilities associated with preparing an estimate. The course covers how to prepare a cash flow for the design, procure, and construct phases of a project: operate an estimate documentation and version control system; understand the principles of capital and operating cost estimates revenue estimation to carry out economic evaluation using net present value and other methods.

**Audience:** New to estimating and current practitioners

**Duration:** 3 days

## Managing Risk as Part of a Project Team

This introductory one day workshop is designed for anyone who works in or with a project team and needs to develop their understanding of risk management. The course introduces delegates to risk terminology, the risk management process, the practical implementation of a risk management plan, and the tools and techniques commonly used in best practice project management.

**Audience:** New to project controls and project team members

**Duration:** 1 day

## Project Document Managers' Course

The management of documents is at the centre of every project. Document management processes are different on every project due to the need to integrate the document management requirements of client, contractor and major vendors/ subcontractors. This training focuses on the principles underlying the function in order for it to be transferable across companies. The course is comprised of four modules: setting the scene, understanding the requirements, setting up project processes and leading the document management function.

**Audience:** Experienced document controllers

**Duration:** 2 days

## ECITB Certificate in Project Controls

The ECITB Certificate in Project Controls is a comprehensive programme covering all aspects of project controls. Learners are taught through a blend of classroom workshops, assessments and simulated project work over a period of 9 months.

The programme is spread over 9 modules and takes the learners through:

- an introduction to projects
- appreciation of project management and project control
- project initiation
- risk and change
- estimating and scope definition
- procurement and document control
- planning and scheduling
- cost control
- progress monitoring and control
- and jobsite management

There is a simulated industrial project that runs throughout the duration of the course – as part of each module the learners undertake an assignment in which they apply the skills and knowledge they have learnt in the context of the industrial simulation. Learners can choose either an engineering construction or nuclear based simulated project.

On completion of the modules the learners bring together all the assignments they have completed as part of the simulated industry case study to create the final outcome of the course – a Project Execution Plan (PEP). This addresses the detail such as scope definition, scheduling, monitoring, risk assessment, change control and progress measurements. Learners present their final PEP to employers at the end of the project.

**Audience:** New to project controls or control functions

**Duration:** 9 months

## Project Controls Technician Apprentice Standard

Employers have worked together to create this apprenticeship with a focus on the knowledge, skills and behaviours that are required to have a successful career as a project controls technician.

This Apprentice Standard has been developed to train competent project controllers that work in project teams on complex projects in sectors such as construction, manufacturing, engineering, energy and infrastructure – where detailed progress / performance tracking, and an understanding of on-site hazards, health and safety requirements and compliance is critical.

Apprentices develop the knowledge, skills and behaviours to undertake a wide range of project controls tasks including estimating, planning, scheduling, cost control, risk management, progress monitoring, reporting and forecasting.

This hands-on role is crucial to ensuring the successful delivery of complex projects and a shortage of skilled professionals provides opportunities for a secure, fulfilling long-term career in a wide range of industries.

The Standard is approved and funding is available up to £21,000 (plus £2,000 in specific circumstances).

See <https://www.instituteforapprenticeships.org/search-the-standards/project-controls-technician/>







## Project Controls Qualifications

### Project Controls Practice and Techniques

Companies and the ECITB have worked together to ensure ECITB's vocational qualifications continue to meet the needs of employers, ensuring that the qualifications are fit for purpose and assess the technical knowledge, skills and behaviours needed to deliver effective project controls.

The level 3 project controls practice and techniques qualification assesses a candidate's knowledge, skills and behaviour across a comprehensive range of project controls practices including:

- scope interpretation and project controls planning
- work and cost breakdown and coding structures
- scheduling
- estimating
- developing the initial budget and baseline
- optimisation
- tracking progress and managing detailed controls data
- understanding data flows and IT systems
- analysing data and forecasting out-turns
- risk and opportunity management
- commercial awareness and procurement activities
- effective communication and behaviour
- related safety, ethics, environmental sustainability and governance.

This qualification includes the use of approved simulation and online knowledge testing. It is accessible to candidates throughout the UK and enables those who wish to move into project controls to achieve this qualification.

- Level 3: Diploma in Project Controls Practice & Techniques ( RQF)
- Level 6: Diploma in Project Control Techniques ( RQF) - Currently in development

**Audience:** Newcomers, existing and experienced project controllers  
**Duration:** 24 months+



## ECITB Training Standards: Project Controls, Estimating, Planning and Cost Engineering

The industry-led Project Controls Working Group has developed a set of agreed industry training standards to ensure consistent, high quality training which meets their needs. Training standards set out the knowledge and skills required by project controllers, estimators, schedulers and cost controllers. They provide a curriculum for training providers to ensure candidates can perform key tasks. There are 51 training standards ranging from introductory to advanced levels for skills, including developing breakdown and coding structures; estimating practice; scheduling practice; risk analysis; monitoring, tracking and forecasting; optimisation; and commercial awareness, bids and tenders.

Companies and training providers can use the standards to develop their own bespoke training that meets industry requirements. Courses developed from one or more of the standards can be submitted to the ECITB to gain the approval for the course. Each training standard links to existing vocational qualifications and details the training necessary to develop the skills needed from trainee project controller up to competent senior project controller or technical lead (For example: lead estimator, lead planner, lead scheduler, lead cost engineer).

**Audience:** Project controls training managers and approved training providers

To find out more about potential careers in project controls visit the ECITB's website: [www.ecitb.org.uk](http://www.ecitb.org.uk)  
or contact: [catherine.lambert@ecitb.org.uk](mailto:catherine.lambert@ecitb.org.uk)



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