

Project Control Programmes & Courses

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### Project and cost control, estimating, planning & scheduling programmes

If you are looking to develop in-house capability to ensure you have the skills and knowledge to effectively estimate, plan, schedule and control your projects – to deliver them competitively, to time, cost and quality - the following provides the framework and training for you to achieve this:

#### Career progression, training, upskilling and professional recognition



Those that undertake this training and gain the qualifications will develop their competence, endorse their credentials and enhance their employability prospects.

#### ECITB Certificate in project controls (9 month training course)

This nine month training course is ideal for those new to and moving into project control - especially trainee technicians and apprentices – It is a comprehensive programme that covers all aspects of estimating, planning, scheduling, monitoring and control.

Learners are taught through a series of modules, each of which consists of: a classroom workshop that includes theory and practical exercises; a topic specific assignment; and a team assignment based on a simulated engineering project. It includes: the fundamentals of project management; project initiation; risk and change management; estimating and scope definition; procurement; document control; planning and scheduling; work breakdown structures and cost control; progress monitoring and forecasting; and jobsite management.

As part of each module the leaners undertake an assignment in which they apply the skills and knowledge learnt in the classroom in the context of an industrial simulation – either an engineering construction or a nuclear based simulated project. This brings the learning to life and reinforces how to apply the skills.

### ECITB vocational qualifications for project control

Achieving qualifications is an excellent way to prove expertise and capability in project control. As a company you can use them to demonstrate internal ability to effectively estimate, plan, schedule, monitor and control projects and help enhance your reputation in this area.

### ECITB level 3 Diploma in Project Controls Practice and Techniques (RQF)

This is an A-level equivalent vocational qualification. It is ideal for those working at Technician level looking to prove their competence and is an integral part of the project control technician apprenticeship standard. Gaining this qualification supports project controllers start their journey to professional recognition with the ACostE and the Engineering Council (EngTech).

An ECITB-approved assessor assesses a candidate's knowledge and skills across 12 mandatory units that include providing evidence of the ability to estimate, interpret scope, plan, schedule, budget, set the control baseline, optimise, track progress, manage detailed controls data, analyse data and forecast likely outcomes as well as evidencing the ability to communicate effectively, be commercially aware and consider risk, opportunities and assumptions, safety, ethics, environmental sustainability and governance in the delivery of their role.



### ECITB Level 6 Diploma in Advanced Project Controls practice and techniques (RQF)

This is a degree-level equivalent vocational qualification designed to prepare the next generation of aspiring senior project controls professionals to plan and deliver the nation's major, complex and critical infrastructure projects.

Achieving this diploma is ideal for those who aspire to progress into lead and management roles within their field as this demonstrates they have advanced skills in project control and so proves their credentials to employers.

This qualification supports the level 6 (L6) project control professional apprenticeship standard and can also be used as a standalone qualification for professionals already in specialist, lead and management project control related roles. It also supports registration for professional recognition with the ACostE and the Engineering Council.

The qualification has been designed to be suitable for and achievable by project controllers, estimators, planners and schedulers and cost controllers. Each candidate selects a specialist pathway when they register on the qualification – these are: estimating, planning and scheduling, cost engineering or integrated project controls practice. The candidate's skills and application of knowledge is then assessed in the context of their chosen specialist pathway.

In order to achieve the qualification, a candidate must evidence their application of knowledge and skills to an ECITB approved assessor and achieve 11 qualification units. The qualification units have been designed to assess core technical expertise as well as the expertise required to drive the profession forwards.

The core technical expertise assessed includes the ability to communicate and advise to influence project decisions, to control uncertainties with risk and assumption management, to manage commercial and contractual arrangements, apply data-centric execution and analytics, optimise and assure, manage change, monitor and control performance, and forecast to influence future conditions.

As it is vital that future project controls leaders have an understanding of the wider context in which they operate and possess the communication skills to consult and collaborate with a range of stakeholders, with the ability to apply their skills to governance, continuous improvement, data analytics and the drive towards carbon reduction and environmental sustainability – these skills are also assessed.



### **ECITB Short courses in project control**

Together, with industry, ECITB has developed a selection of short courses. These courses are ideal for those new to the specific topic that they cover, for those looking for a refresher course in knowledge and techniques and would be a good addition to a broader training scheme for management and graduate trainees. These courses are delivered by ECITB approved training providers and can be delivered either face to face or virtually to meet your needs.

## Introduction to project control (3 days or 6 half days)

An introduction for those with little or no formal training, as a refresher course, and for those looking to understand the value of project control and how the different elements interact.

This interactive, practical and focused course provides a grounding in: project life-cycle and organisation; scope management; stakeholder management; estimating; whole-life costing; scheduling and resourcing; risks and issues; quality management; procurement; information management and change control; monitoring; controlling and reporting; handover and project closure; professionalism and ethics.

# Estimating methodology and practice (3 days or 6 half days)

This course provides training on estimating techniques, including theory and putting the methods into practice with practical exercises throughout. It is ideal for those new into an estimating role as well as for those with some experience that require a broader perspective. It provides an overview of the principles and practices of estimating, how the role is linked to activities company-wide and key inter-personal skills alongside the technical skills associated with preparing an estimate.

### Managing risk as part of a team (1 day or 2 half days)

This course will develop the understanding of anyone who works in a project team or who needs an understanding of risk management. It introduces delegates to risk terminology, the risk management process, the practical implementation of a risk management plan, and the tools and techniques used in good practice risk management

#### Project document managers' course (2 days or 4 half days)

The management of documents is at the centre of every project. This course covers the principles of project document management: ensuring transferability across a company and the supply chain; understanding requirements; setting up processes; and leading the document management function.



### Apprenticeship standards for project control

Ideal for upskilling your existing team, growing in-house talent and building capability. Integrating these apprenticeship standards into your in-house staff development provides a framework to nurture talent and provides a pathway for future growth – so supporting you to attract and retain project control expertise.

### Project control technician apprenticeship standard (level 3)

This is equivalent to A levels and L6 in Scotland.

This provides the ideal framework for developing trainees in the knowledge, skills and behaviours required for a successful career as a project control technician.

On completion an apprentice will be able to control, monitor and systematically analyse progress and performance data on engineering, manufacturing, construction and infrastructure projects. They will have strong analytical skills and a practical approach to interpreting technical information, able to use specific, complex software tools to undertake a wide range of tasks, including: identifying the right data for scrutinising progress; setting baseline targets; tracking progress and performance; forecasting trends; identifying, modelling and anticipating deviations from baseline; assessing the impact of design/construction changes; and using insight to recommend early preventative and remedial actions.

#### Apprenticeship levy funding is available up to £21,000

# Project control professional apprenticeship standard (level 6)

This is equivalent to degree level and L10 in Scotland.

This provides the ideal framework to develop the future specialists, leaders and managers in project control, estimating, planning and cost.

A project controls professional is needed where the level of risk associated with the project such as commercial; safety; environmental; legal; and/or people, is sufficiently great to require independent assurance and verification of technical information.

Those that complete this apprenticeship will be project control professionals that ensure multifaceted engineering and infrastructure projects deliver successfully and safely to time, cost and quality. They will be skilled at reviewing, assuring and optimising estimates and schedules, recommending cost and time objectives, critically analysing, interpreting and evaluating technical information, predicting the direction of the project and providing realistic and reliable recommendations and recovery plans for the project, programme or portfolio manager.

They will also provide insight into the environmental impact of a project's activities, how it could contribute to the drive towards carbon reduction and how to minimise negative impacts on environmental sustainability during all stages of a project, within the context of the role.

#### Apprenticeship levy funding is available up to £27,000

# ECITB training standards: project control, estimating, planning, scheduling and cost control

For those that wish to develop their own training for project controls, there is a set of training standards, agreed by industry, that set out the knowledge and skills required by project controllers, estimator, schedulers and cost controllers. These standards provide a 'curriculum' – detailing specific knowledge, skills, tools and techniques.

The standards have been developed by an industry-led group of experts in the field of project control, estimating, planning, scheduling and cost control.

Companies and training providers can use the standards to develop their own bespoke training, confident that it meets industry requirements.

The training standards link to the vocational qualifications and the apprentice standards and therefore, detail the training necessary to develop the skills needed from trainee project controller up to competent project professional or technical lead.

Courses developed from one or many of the standards can be submitted to the ECITB to gain ECITB approval for the course. Companies and training providers that do this should also apply to be ECITB approved training providers.

				Level 5 Training Standards	
Level 2 Training Standards		Level 3 Training Standards		There are 23 Level 5 Training Standards – here are the first 15:	
TS PC02-01 TS PC02-02	Introduction to Project Controls Introduction to Commercial	TS PC03-01 TS PC03-02	Project control overview Breakdown and coding	TS PC05-01	Manage effective application of quality processes and IT
TS PC02-03	Gather and Process Data for	TS PC03-03	Project control reporting and	TS PC05-02	definition
TS PC02-04	Introduction to Monitoring,	TS PC03-04	Monitoring risk, opportunity and	TS PC05- 04	information Risk analysis and management
TS PC02-05	Introduction to Quality Management Systems and	TS PC03-05	Monitoring, tracking, forecasting and reporting project progress		(including opportunity and uncertainty)
TS PC02-06	Change Management Introduction to Estimating	TS PC03-06	Commercial awareness and planning procurement activities	TS PC05- 05	Maintaining, controlling and reporting on project progress
TS PC02-07	Introduction to Planning and Scheduling	TS PC03-07	Financial controls and techniques	TS PC05-06 TS PC05-07	Task & project close-out Advanced estimating practice
TS PC02-08 TS PC02-09	Introduction to Cost Engineering Communicating with	TS PC03-08 TS PC03-09	Estimating practice Planning and scheduling practice	TS PC05-08	Advanced planning and scheduling practice
TS PC02-10	Stakeholders Introduction to Health & Safety,	TS PC03-10	Budgeting and cost control practice	TS PC05-09	Advanced budgeting and cost control practice
	Environmental, Ethical and Behavioural Procedures	TS PC03-11	Supporting construction or manufacturing planning	TS PC05-10	Interpreting and applying financial controls
TS PC02-11	Introduction to Self- development	TS PC03-12 TS PC03-13	Optimisation and efficiency Generating and using statistical data	TS PC05- 11	Leading the establishment of construction or manufacturing plans
		TS PC03-14 TS PC03-15	Using learning curve models Communicating with stakeholders	TS PC05- 12 TS PC05- 13	Earned value management Advanced optimisation and efficiency practice
		TS PC03-16 TS PC03-17	Professional ethics Professional development	TS PC05- 14	Analysing and interpreting statistical data
				TS PC05- 15	Developing and calibrating learning curve models

### **Interested?**

Visit www.ecitb.org.uk/projectcontrols to find a course and to find approved training providers.

To book a course, or a course place, and to confirm grant availability, please discuss your requirements, in the first instance, with your ECITB Account Manager.