



# Level 5 Certificate in Project Management

## Qualification Specification

Version 01: 12 April 2024



## Welcome

Transcend Awards is an awarding organisation regulated by Ofqual. This qualification is developed in collaboration with the [British Training Board \[BTB\]](#) led by the esteemed transformational education specialist [Adrian Rabey](#).

This qualification sits on the Ofqual Register of Regulated Qualifications and this specification must be complied with in conjunction with the **Transcend Centre Recognition Conditions, BTB Approved Programmes** and the **Unit Specifications**.

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## Part 01: Qualification Purpose Statement

Qualification Scope			
<p>The <b>Transcend Level 5 Certificate in Project Management</b> is an Ofqual regulated occupational qualification. Developed in collaboration with the <a href="#">British Training Board [BTB]</a>, it is delivered by military trainers licenced by the BTB and is awarded by Transcend.</p> <p>This qualification is designed to enable members of the armed forces, veterans and other public servants to evidence their ability to manage security risks, increase resilience, maintain compliance and continuity as a highly proficient <b>Senior Project Manager</b>. It is most relevant to veterans who developed these skills during their military career and who aspire to increase their employability prospects as a civilian. It is also relevant to any security officers to enable them to meet any contractual requirements for professional development.</p> <p>This qualification is integral to a range of progressive professional development opportunities relevant to security professions contained within the <b>Transcend BTB MVP Portfolio</b>. The purpose of this <b>Portfolio</b> is to offer occupational qualifications that align to <b>BTB Military Skills Translator and other BTB Initiatives</b> designed to enable the <a href="#">Military Professionals, Veterans, Public Servants [MVPs]</a> and their families within their communities to thrive.</p>			
Qualification regulation	This qualification is regulated by Ofqual in England. It is published as Level 3 qualification on the <a href="#">Register of Regulated Qualifications</a> and is equivalent to a Level 4 on the <a href="#">European Qualifications Framework (EQF)</a> .		
	Regulator reference	<a href="#">610/3955/X</a>	Qualification sector
	Qualification start date	01 April 2024	Qualification TQT
	Qualification review date	30 April 2027	Qualification GLH
	Qualification credit	21	Qualification DSH
Qualification awarding	This qualification is solely awarded by <a href="#">Transcend Awards Limited</a> as the recognised awarding organisation regulated by Ofqual.		
Qualification standards	This qualification is aligned to the professional proficiencies validated by the <a href="#">BTB Military Skills Translator</a> .		

Qualification partner	This qualification is developed in collaboration with industry specialists the <a href="#">British Training Board [BTB]</a> as the technical partner. The BTB is an independent educator of military professionals and veterans across the UK. This qualification is subject to consultation with armed forces trainers, military professionals, veterans, and equality experts. The collaboration and consultation groups remain in place for the lifetime of the qualification to ensure it remains fit for purpose.	
Qualification providers	This qualification is delivered in collaboration with industry specialists the <a href="#">British Training Board [BTB]</a> as the independent licensing body for education providers of military professionals and veterans across the UK. To deliver this qualification providers must have a BTB licence and be able to meet the centre recognition and qualification approval conditions. It is only delivered by providers that have evidence of the BTB licence, are recognised as centres and approved to offer the qualification by the awarding organisation. Recognised centres are required to deliver the qualification in accordance with the BTB licence, centre recognition and qualification delivery conditions. All providers must contact the <a href="#">British Training Board [BTB]</a> to access their licencing scheme prior to making a submission to the awarding organisation.	
	Applicant centres	Recognised centres
	Access the Transcend Awarding Website to submit a centre recognition enquiry to initiate the process.	Access the Transcend Awarding Management System [TAMS] to create and submit the Transcend Recognised Centre Extension Request Form.
Qualification participants + progression	This qualification is relevant to military professionals, veterans, public servants and civilians in security roles.	
	Education progression routes	This qualification is relevant to military professionals and veterans that wish to achieve a regulated qualification that is recognised by civilian employers. It can lead to progression onto higher level qualifications for <b>Senior Facilities Managers</b> and <b>Senior Project Managers</b> .
	Employability progression routes	This qualification is relevant to military professionals and veterans that wish to gain and retain employment or evidence CPD as a civilian in the role of a <b>Senior Project Manager</b> .
Qualification endorsements	This qualification is endorsed by BTB Armed Force Associates.	

## Qualification Summary

### Qualification rationale

Across Great Britain, 2.03 million people reported that they had previously served in the UK armed forces (76% in the regular forces, 20% in the reserve forces and 4% in both). This represents 3.8% (almost 1 in 25) of the total population aged 16 or over. Overall, 7.0% of households in Great Britain included one or more veterans. To enable veterans to thrive in their transition into civilian life they need to demonstrate occupational competence in civilian roles.

The **Transcend BTB MVP Portfolio** is comprised of progressive suites of qualifications that are regulated by Ofqual. This portfolio has been developed in collaboration with the [British Training Board \[BTB\]](#) and their talented team of experts. The BTB is recognised within the British Armed Forces as an independent awarding body dedicated to supporting those in service, public servants and their families throughout their careers and beyond! Specifically, the BTB is dedicated to the massive community of British Veterans who served our country with pride. BTB offer a range of programs and services aimed at helping veterans transition to civilian life, including career development, skills translation, and support for those in the Criminal Justice System. They provide lifelong learning and career development opportunities, ensuring that veterans can successfully integrate into civilian life and continue to thrive.

BTB proudly run the [National Armed Forces Academy](#) and a range of progressive programmes designed to enhance career prospects for veterans and their families. The [BTB Military Skills Translator](#) is revolutionary for the veteran community. This pioneering initiative empowers veterans to evaluate the scope of their occupational expertise developed throughout their military career. BTB facilitate the evidence collation and mapping of these proficiencies to occupational qualifications recognised by civilian employers. Where needed tailored learning, assessment, quality assurance programmes are delivered to cover any gaps in criteria and role specific duties in the civilian roles.

The purpose of the **Transcend BTB MVP Portfolio** is to offer the range of occupational qualifications that align to the **BTB Military Skills Translator** and the range of BTB initiatives designed to enable the [Military Professionals, Veterans, Public Servants \[MVPs\]](#) and their families within their community to thrive. This qualification is integral to the security occupation pathways contained within the **Transcend BTB MVP Portfolio**.

Qualification purpose	<p>The purpose of the qualification is to confirm occupational competence.</p> <p>The sub-purpose of the qualification is to confirm competence in an occupational role to the standards required.</p>
Qualification aim	<p>The aim of the qualification is to develop the learner's ability to fulfil the role of a <b>Senior Project Manager</b> proficiently and professionally.</p>
Qualification objective	<p>The objective is to provide a benefit to learners by enabling them to gain and retain employment as a <b>Senior Project Manager</b> relevant to the operational environment scope. Learners will develop the knowledge, skills, and behaviours to enable them to:</p> <ul style="list-style-type: none"> <li>• Understand the principles of project governance, methodologies, and frameworks in various organisational contexts</li> <li>• Develop and implement comprehensive project planning, scheduling, and resource allocation strategies</li> <li>• Lead and motivate diverse project teams, fostering collaboration and managing stakeholder expectations effectively</li> <li>• Assess and mitigate project risks, ensuring adherence to quality, budget, and timeline requirements</li> </ul>
Qualification uniqueness	<p>This is the only qualification developed specifically for military professionals and veterans to translate their skills into the civilian roles of a <b>Senior Project Manager</b>.</p> <p>The <a href="#">Register of Regulated Qualifications</a> provides information on other awarding organisation providers who offer a similar provision.</p>

Qualification Structure								
This qualification is comprised of two mandatory units. Learners are required to have successfully achieved all mandatory units in order to be awarded the qualification certificate.								
Units		AO Ref	Ofqual ref	Level	GLH	DSH	TUT	Credit
Unit 01	Project Management Methods	QU001672	K/651/3728	5	20			4
Unit 02	Project Management Practices	QU001668	L/651/3729	5	40			8
Summary				5	60			12

## Part 02: Qualification Delivery Specification

Qualification Delivery Conditions	
<p>This qualification must be delivered in accordance with the <a href="#">Transcend Recognised Centre Conditions</a> and the supplementary Qualification Delivery Conditions outlined here. This qualification sits with the <b>Transcend BTB MVP Portfolio</b> and the BTB Licenced workforce, venues and approaches have been agreed as meeting the required conditions. These are subject to continuous review by the awarding organisation to ensure the qualification is accessible and remains valid. The unit specifications are available upon request from the BTB as the licenced delivery partner.</p>	
Qualification resource conditions	Qualification coordination conditions
<p>The qualification resources are comprised of:</p> <p>BTB Licensed Tutors, Assessors, IQAs BTB Licensed Training Venues and Facilities</p>	<p>The qualification coordination must comply with:</p> <p>BTB Approved Engagement, Eligibility and Access SOP BTB Approved Agreement, Attendance and Achievement SOP</p>
Qualification delivery conditions	Qualification assessment conditions
<p>The qualification must be delivered in accordance with the:</p> <p>BTB Approved Delivery Models and RPL SOPs BTB Approved Standardised and Personalised Programmes</p>	<p>The qualification must be assessed in accordance with the:</p> <p>BTB Approved Assessment Strategies and Methods BTB Approved Assessment Tasks and Marking Guidelines</p>
Qualification IQA conditions	Qualification EQA conditions
<p>The qualification must be internally quality assured in line with the:</p> <p>BTB Approved IQA Risk-Based Monitoring Approach BTB Approved IQA Risk-Based CASS Moderation Strategies</p>	<p>The qualification must be externally quality assured in line with the:</p> <p>Transcend EQA Risk-Based Monitoring Approach Transcend EQA Risk-Based CASS Moderation Strategies</p>



## Appendix: Qualification Specification Version Control

This document is subject to version control. All changes will be tracked here and confirmed as an updated version.

Version	Publication date	Publication details	Qualification Developer [Author]	Qualification Validation [Date and Details]
Version 01	12 Apr 2024	Publication 01	TRANSCEND CEO STACEY DOHERTY	18 March 2024 BTB CEO ADRIAN RABEY Lead Technical Collaborator