



# PRINCE2<sup>®</sup> Foundations (6th Edition)



**SOLAS**  
learning works

ecollege

# PRINCE2® Foundation (6th Edition) - eCollege Course

Enrolment and Course Access.....	1
eCollege Login .....	1
eCollege Password .....	1
Course Start Date .....	1
Course Length .....	1
eCollege Course Structure .....	1
Getting Started Topic.....	1
Course Resources Topic .....	2
Course Content Topics .....	2
Test Preparation Topic.....	2
Exam Booking Topic .....	2
Course Information and Syllabus.....	2
Prerequisites .....	2
Course Information .....	3
QQI/FETAC .....	3
Certification.....	3
Examination .....	3
Exam Costs .....	3
Exam Format .....	3
Register for the Examination .....	3
Where Can I Complete My Examination? .....	4
Exam Support .....	4
Course Content .....	4
Live Classes.....	4
Skillsoft Interactive Tutorials .....	4
Skillsoft Interactive Tutorials – Transcripts.....	5
Skillsoft Interactive Tutorials - Ask My Mentor .....	5

## PRINCE2® Foundation (6th Edition) - eCollege Course

eBooks.....	6
How to approach the course .....	6
How to approach the first topic.....	7
eCollege Support.....	8
eTutor.....	8
Administration and Helpdesk .....	8
Technical Requirements.....	8
Pop-Ups.....	8
eLearning General Information.....	9

## Enrolment and Course Access

PRINCE2® is a registered trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.

### eCollege Login

Once you have activated the course, you will always log in to eCollege here: [www.ecollege.ie](http://www.ecollege.ie).

### eCollege Password

If you forget your password, you can use the password reset option on eCollege:

[https://ecollege.etbonline.ie/login/forgot\\_password.php](https://ecollege.etbonline.ie/login/forgot_password.php)

### Course Start Date

The course starts once you have logged into eCollege. We run this course on a continuous intake basis. You may see other start dates on Fetch Courses; these are incorrect.

### Course Length

We allow **16** weeks to complete the course, and we suggest you will need to study about 10 hours a week. Based on previous statistics, many learners complete this course in less than **16** weeks.

There are approximately ten contact hours within the interactive tutorials, and you may have to go back over specific topics. There is also a portion of self-directed learning involved.

## eCollege Course Structure

We have laid out the course structure with these topics:

- Getting Started
- Course Resources
- Course Content (multiple topics)
- Test Preparation
- Exam Booking

### Getting Started Topic

The Getting Started topic includes:

- Induction Module
  - Online Learning
  - eCollege Policies and Procedures
  - Workstation Safety
- Getting Started Questionnaire

- Provides you with valuable course information. We also ask some questions concerning your employment and education status.

## Course Resources Topic

The Course Resources topic includes exam information, the course syllabus, recommended reading, and a learning plan. You can use these resources as you progress through the course.

In the course resources topic, you will find:

- Link to the course Handbook, please ensure you read this carefully.
- Link to some online blogs
- Learning plan
- Information on the examination
- Sample papers, you can use as you progress through the course
- Cheat Sheets, you can use as you progress through the course
- A glossary of terms

## Course Content Topics

All course work is included in the following **6** Course Content topics:

1. Overview of Project Management
2. Project Planning and Risk Management
3. Project Quality, Change, and Progress
4. Starting Up, Initiating, and Directing a Project
5. Controlling, Managing, and Closing a Project
6. Tailoring PRINCE2 to a Project Environment

## Test Preparation Topic

The Test Preparation topic helps ensure you are ready for your examination. You will complete activities that prepare you for the examination. You must achieve a certain percentage in these activities before moving on to the Exam Booking stage.

## Exam Booking Topic

In the Exam Booking topic, you will complete the Course Questionnaire and Exam Booking Form to help guide you through the exam booking process.

## Course Information and Syllabus

### Prerequisites

There are no prerequisites required to begin this course.

## Course Information

This course is based on the PRINCE2® Foundation, 6th edition and aims to provide an introduction to the PRINCE2 method. It is designed to provide you with sufficient knowledge and understanding, to the PRINCE2 method well enough to be able to work effectively with, or as a member of, a project management team working within an environment supporting PRINCE2.

You can review the course syllabus [here](#)

The course and the way questions are phrased are there to challenge your understanding of the curriculum and deliberately in places, the wording will be arranged otherwise to how it was worded in the material.

## QQI/FETAC

There is no QQI/FETAC qualification associated with this course.

## Certification

On successful completion of the examination, you will be awarded an industry qualification from PeopleCert/AXELOS – Certificate in PRINCE2 Foundations.

## Examination

### Exam Costs

SOLAS will cover the cost of your exam.

### Exam Format

- 60 multiple-choice questions.
- Exam duration: 60 minutes.
- Passing score: 55%, that is you must get 33 answers correct out of the 60 questions.
- Closed book exam.

## Register for the Examination

You will be able to register for the exam once you have completed all the topics, including the Test Preparation topic. After these are all successfully completed, the Exam Booking topic will be available to you.

At this point, eCollege administration staff will work with you to purchase the exam from PeopleCert. This process will require you to create a PeopleCert account and complete a registration form for them.

## Where Can I Complete My Examination?

You will be able to book your exam, once you have completed all the course topics, including the activities within the 'Test Preparation' Topic. The 'Exam Booking' Topic will then be available to you. Once the exam booking form is submitted, eCollege will send you an exam voucher

PeopleCert delivers the PRINCE2 Foundations exam. The exam is scheduled and taken at a location of your choice (Home/Office). You will be required to create a PeopleCert account and complete a registration form for them.

You are not required or able to attend an exam centre.

Details on online proctoring with PeopleCert can be viewed [here](#). You must have a quiet and undisturbed area for the duration of the exam.

## Exam Support

If you require accommodation (support for any documented learning difficulties), you need to apply for this in advance. Any request for additional support **will require documented evidence** from a medical professional.

We cannot request additional support on your behalf due to data protection. There is no requirement to start this process now. You will be able to do this once you have reached the Exam Booking topic.

## Course Content

### Live Classes

There are no live classes. The course content is laid out for you in interactive tutorials that can be accessed anytime once you are logged into eCollege.

### Skillsoft Interactive Tutorials

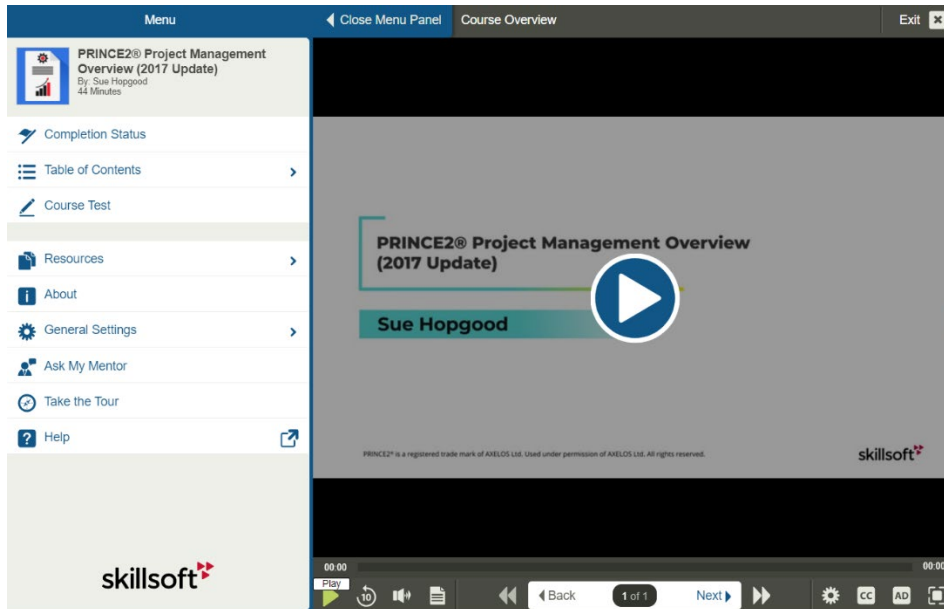
Course content is created and designed by a company called Skillsoft. Skillsoft supply eCollege with interactive tutorials aligned to the course syllabus. These interactive tutorials are found within each topic. They cannot be viewed offline.

Within the Topic, Skillsoft interactive tutorials appear like this:



Step 3: T1: Overview of Project Management (Tutorial)

These icons launch **Skillsoft** video content.



## Skillsoft Interactive Tutorials – Transcripts

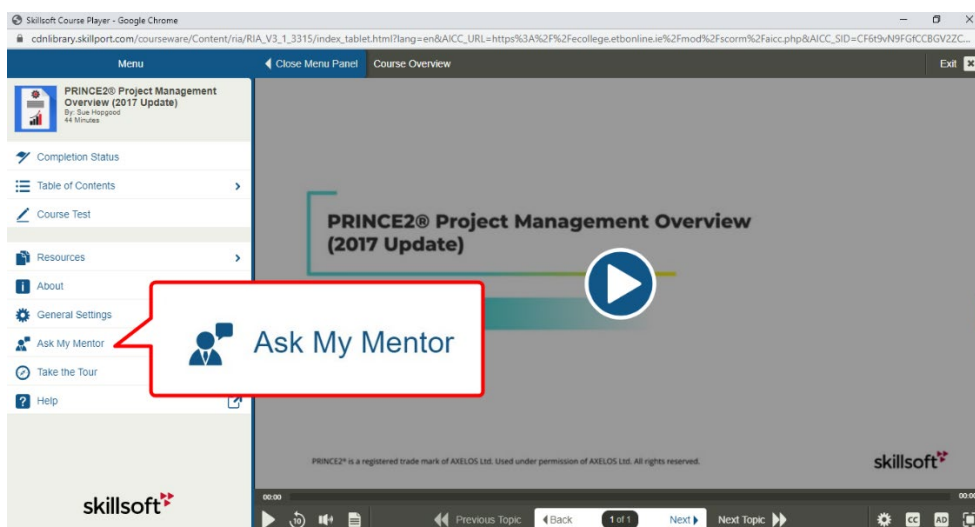
Skillsoft supply transcripts of the interactive tutorials. Transcripts are found within each interactive tutorial or within the information we supply at the top of the topic. We have provided these in Word format, so you can use them to add your own notes and screenshots.



## Skillsoft Interactive Tutorials - Ask My Mentor

*\*Separate from eCollege eTutor support. They can only answer queries on the Skillsoft interactive tutorial you are reviewing.*

Skillsoft also provide the Ask My Mentor support service, which you can access while you are in your course.





## eBooks

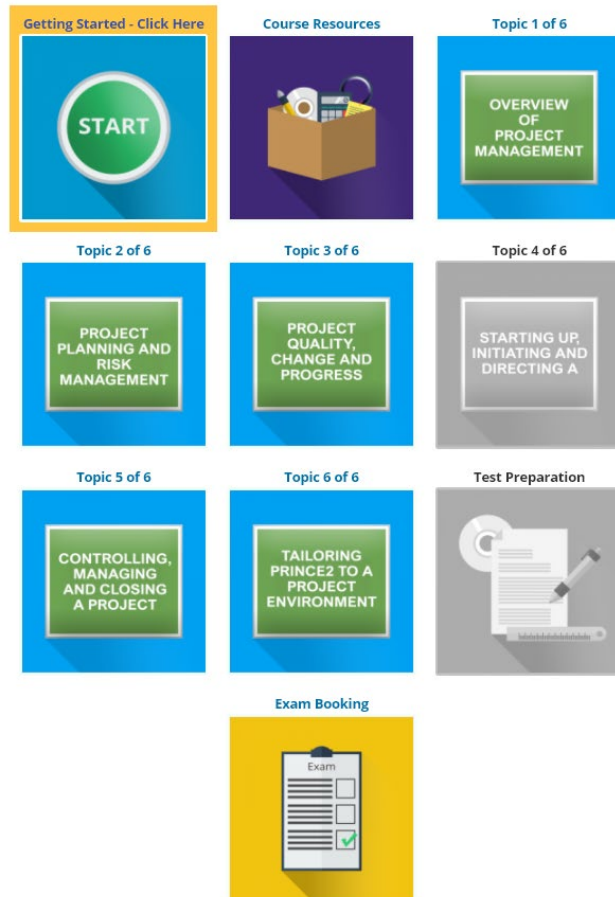
There are no additional eBooks required.

### How to approach the course

Once you have completed all the activities in the Getting Started topic, Course Resources, and Course Content material will be unlocked and available to you.

You will progress through each course topic in order. Course Content topics focus on the course material supplied by Skillsoft.(R fOU

### PRINCE2® Foundation (6th Edition)



## How to approach the first topic

- 1 Topic Objectives.** Read the topic objectives, which is a list of what you are going to learn in the topic.
- 2 Interactive Course Material.** Download the transcripts. The transcripts are a record of what they will go through in step 3 (noted in red) and are good to have as you go through the material as you can add more notes etc.  
  
Review the interactive tutorial, click to open and click "start course":  
  
[Start Course](#)  
  
Review the table of contents and complete all parts of the tutorial.  
  
Complete the mini course test, which you must get 80% in to complete successfully.
- 3 Assignment:** This is a mini quiz princeto test your knowledge, complete it with a score of 100% to move on.
- 4 Quiz:** This is a mini quiz to test your knowledge, complete it with a score of 80% to move on.
- 5 Forums:** Review the forums, ask a question of your fellow participants if you wish to transfer knowledge.

Once you complete all steps for the topic, you can move to Topic 2 and repeat the process.

Course Resources Topic 2 of 6 ▶

Topic 1 of 6

Overview of Project Management

- 1** Step 1: Topic Overview  
Review the following information.  
Topic Objectives
- 2** Step 2: Skillsoft Interactive Course Material  
Complete the following activity.  

This interactive tutorial is your course content. You will need to ensure you have pop-ups enabled to review this activity.

**First, you need to complete:**

  - **Step 1: Review some information in relation to the course content provider**
  - **Step 2: Download the course transcripts; you can use these as you follow the tutorials, throughout the course.**
  - **Step 3: Complete the interactive tutorials.**

You are required to score  $\geq 80\%$  within this interactive tutorial.

Once you have achieved the required score in each SCORM, the box to the right of the SCORM will tick automatically.

  
Step 1: Please read - Skillsoft FAQ (Read)   
Step 2: Transcripts (Download)   
Step 3: T1: Overview of Project Management (Tutorial)
- 3** Step 3: Assignment  
Complete the following activity.  
You must achieve 100% to complete this activity:  
T1 Assignment 1: Overview of Project Management  
**Restricted** Not available unless: The activity **Step 3: T1: Overview of Project Management (Tutorial)** is marked complete
- 4** Step 4: Quiz  
Complete the following activity.  
You must achieve 80% to complete this activity:  
T1 Quiz 1: Overview of Project Management  
**Restricted** Not available unless: The activity **Step 3: T1: Overview of Project Management (Tutorial)** is marked complete
- 5** Topic Forum  
Use forums to get assistance from other learners, with regard to general queries in relation to this topic. This is not a mandatory step but can be beneficial to the learning process.  
Forum 1: Overview of Project Management

**When you have successfully completed all of the graded activities above, the next topic will be released.**

Course Resources Jump to...  Topic 2 of 6 ▶

## eCollege Support

We have a reliable support system in place, and you can contact us via email for any questions or concerns. You can request a phone call if you wish to speak to eCollege.

### eTutor

There is an eTutor assigned to your course who is available via email if you have any subject matter related queries. Your eTutor will email you to welcome you to the course. You can also see their contact information on the course homepage.

### Administration and Helpdesk

We have a team of administrators who can help with general course questions and technical support.

### Technical Requirements

Most eCollege courses will require you to have a Windows PC, especially any Microsoft courses. Other courses may allow the use of an Apple device.

We recommend:

- Dual-core processor
- 4GB of RAM or higher
- The latest up-to-date operating system
- Chrome or Firefox web browser
- Minimum screen resolution of 1024 X 768
- High-speed broadband – we do not recommend the use of mobile dongles

A printer is not required.

### Pop-Ups

You must enable popups to allow the interactive course material to run. Please add the following URL as an authorised site for popups: <https://ecollege.etbonline.ie/>. Do not turn off popup blockers completely.

How to do this per browser:

- [Chrome](#)
- [Firefox](#)
- [Internet Explorer](#)
- [Edge](#)

## eLearning General Information

We are aware that eLearning has its challenges that can prevent you from absorbing the content and the critical aspects of the course.

We are also aware that you may be on-the-go and don't have a lot of time to devote to the eLearning experience.

You can overcome this by engaging your course in bite-sized chunks when you are ready to learn. You should also avoid lengthy study sessions; by doing this, you give yourself the chance to acquire and retain information more effectively.

We also offer the opportunity for peer collaboration through the various discussion forums within the course, where learners can collaborate on the subject matter. If you have a specific issue with the course, we advise you to contact the eCollege team.