

the
apprenticeship
college



ASSOCIATE

PROJECT MANAGER L4

a **quantet group** company

At The Apprenticeship College, we are all about the learner! We break the mould of apprenticeship programmes, each apprenticeship is designed to make a real difference through fun and innovative learning. We aim to build trusted partnerships with our clients and become a key part of your training delivery and enhance the performance and capabilities of your people.

THE APPRENTICESHIP COLLEGE

/// TRAINERS AND COACHING STAFF PLAN TEACHING CAREFULLY SO THAT APPRENTICES DEVELOP THEIR SKILLS IN A LOGICAL SEQUENCE. THEY MAKE ACTIVITIES INTERESTING AND STIMULATING SO THAT APPRENTICES CAN RECALL WHAT THEY HAVE LEARNED. /// OFSTED 2020

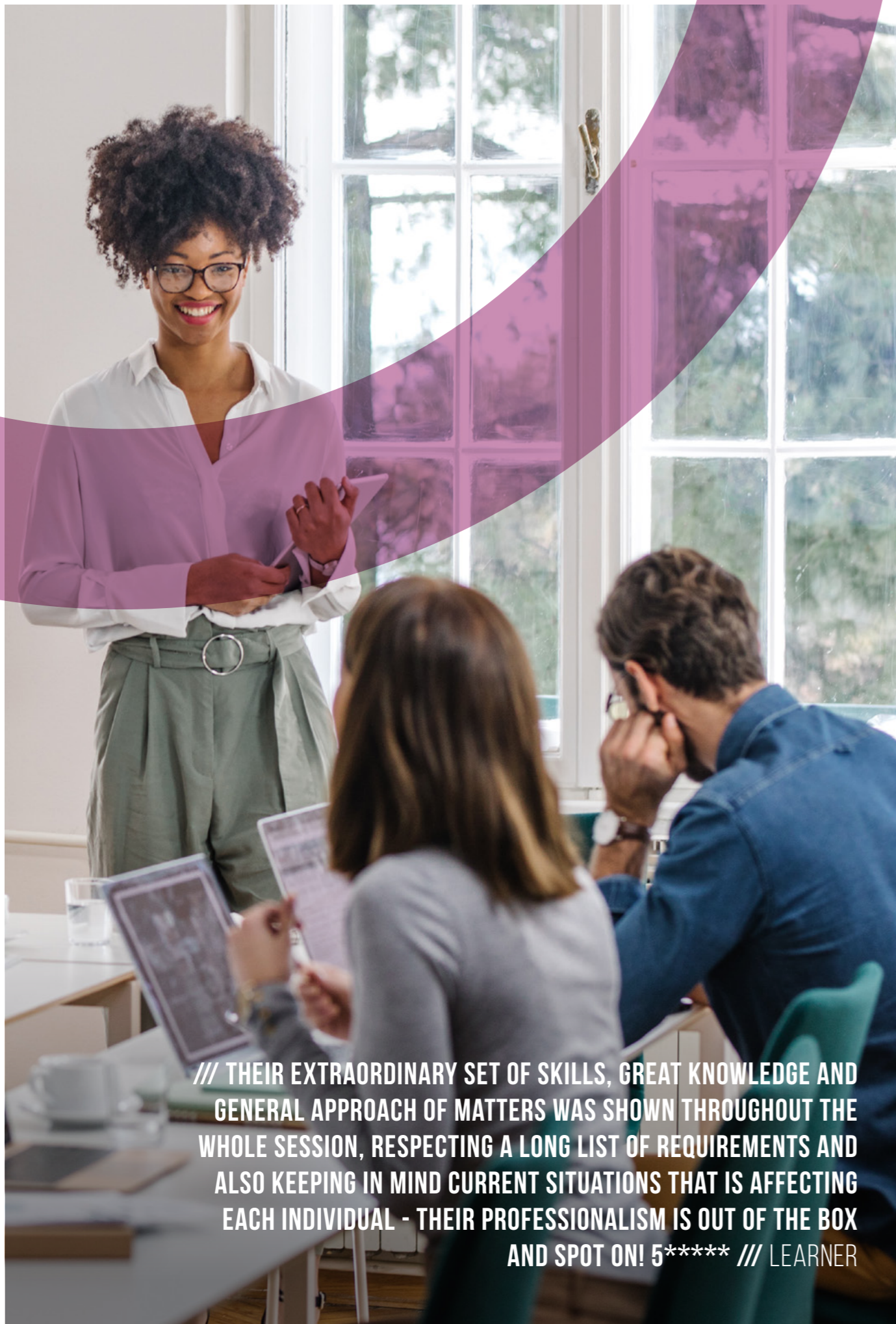
We understand that employers have a choice in who they pick to deliver their apprenticeship training. That is why we provide a training experience that is different, memorable and impactful. We don't just use the same trainer to deliver an entire programme, but have different specialist trainers delivering our workshops because we feel our learners deserve the best. All of our trainers deliver commercial training and so our apprenticeship delivery is all of commercial quality.

Theatre based learning forms a part of all of our programmes, the amount depends on the subject area. We use professional actors to deliver scenario based training. In a safe environment, learners are able to observe our actors recreate their world in front of their eyes and experience a real work situation with the purpose of developing your workforce.

There are a number of principles that guide and govern how we design and deliver learning. We take time up front to understand current capability and experience, and tailor the experience to meet the development needs of each individual on the programme.

The workshop experience will be delivered in a fun and creative way to build learner engagement, whilst also doing what it needs to do - building skills, knowledge and behaviours. The experiences will aim to meet all learning preferences, using a range of techniques- face to face sessions, live -virtual sessions, coaching and peer learning, to suit the topic, context and desired outcome. Every module, conversation and activity will aim to make a difference, have 'real-world' context and be immediately actionable back in the day job.

Learners are supported at every stage of their journey - we want individuals to feel they can ask the questions and seek the help they need to get the results they want.



/// THEIR EXTRAORDINARY SET OF SKILLS, GREAT KNOWLEDGE AND GENERAL APPROACH OF MATTERS WAS SHOWN THROUGHOUT THE WHOLE SESSION, RESPECTING A LONG LIST OF REQUIREMENTS AND ALSO KEEPING IN MIND CURRENT SITUATIONS THAT IS AFFECTING EACH INDIVIDUAL - THEIR PROFESSIONALISM IS OUT OF THE BOX AND SPOT ON! 5*** /// LEARNER**

Projects can take many forms dependant on the industry sector, context and even down to the department. Associate Project Managers can work on large projects that span years or be involved in multiple, shorter projects at one time.

A successful Associate Project Manager will understand in detail what needs to be achieved, how it will be achieved, timelines, financial implications and be able to manage the project team to reach those outcomes.

It goes without saying that individuals in this role must be organised and have great planning skills. In addition they need to be strong leaders, problem solvers and have excellent communication skills.

An Associate Project Manager will know how to utilise the resources available to them and identify the required skills and knowledge to deliver as a team.

The Associate Project Manager Apprenticeship offers new and established employees the detailed insight into the world of project

management. This programme offers the employees the right mix of knowledge and skills to run a successful project.

The Associate Project Manager apprenticeship has a professional qualification attached. This is the APM, PMQ, level 7 qualification. All learners must sit the exam and pass prior to entering the End Point Assessment.

Our apprenticeships are thematic. Our training is designed to understand how to develop and maintain the essential skills to manage projects and ensure its success.

/// I REALLY ENJOY THESE SESSIONS AND ALWAYS COME AWAY FEELING I HAVE LEARNED NEW SKILLS! /// LEARNER

COURSE SUMMARY

⬆️ LEVEL:	4
🕒 DURATION:	19 MONTHS (INCLUDING END POINT ASSESSMENT)
£ LEVY VALUE:	£6,000
£ CO-FUNDED VALUE:	£300
👤 INDUCTION:	1
🔧 WORKSHOPS:	11
⚙️ SKILLS COACHING:	COACHING SESSIONS & CONTINUOUS SUPPORT
⊕ SUPPLEMENTARY LEARNING:	ONLINE DIGITAL SESSIONS

LEARNER JOURNEY

WORKSHOPS

Every apprenticeship programme we deliver can be facilitated via a blended approach – face to face and/or live-virtual delivery.

Each workshop covers a specific topic area designed to build knowledge, develop key skills and behaviours needed to be an effective Project Manager. Each workshop is designed carefully to enhance the capabilities of the learner and to be utilised as soon as they return to work.

SKILLS COACHING

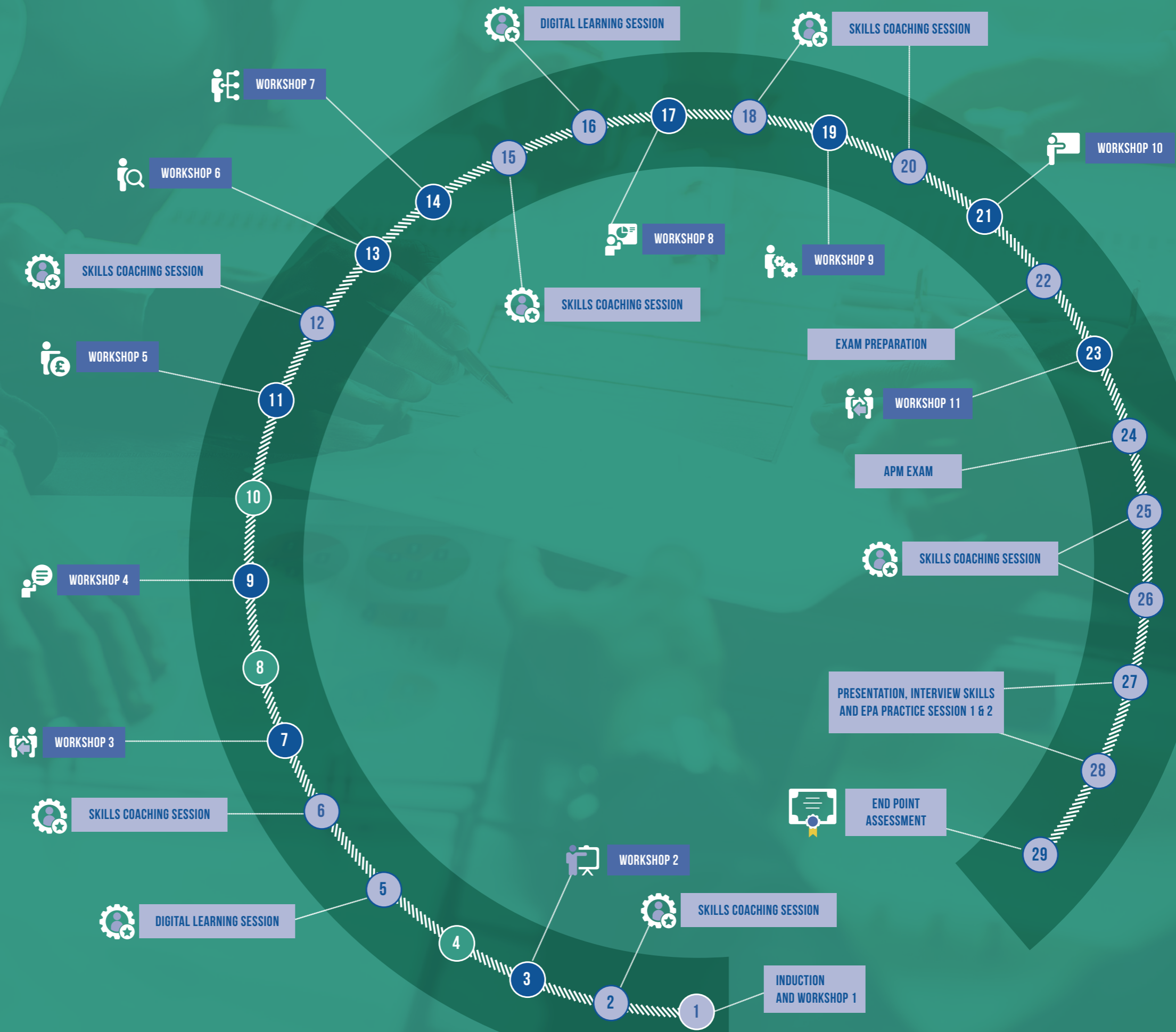
All of our learners are supported by a dedicated Skills Coach. They will support individuals through the learning journey, be there to answer any questions, assess all work produced and guide each learner to a successful outcome.

FUNCTIONAL SKILLS

All government funded apprenticeship programmes require learners to achieve the appropriate standard of Maths and English. Learners will be supported by one of our Functional Skills Tutors who will ensure individuals are equipped to complete the English and Maths.

PROGRESS REVIEWS are carried out every 12 weeks to assess progress and plan next steps

NOTE: Full titles and workshop descriptions can be found on the following pages





INDUCTION

The first session introduces you to the programme in detail, giving an overview of each workshop. demonstrate the online learning environment. This will begin your development journey by understanding and exploring learning styles.

WORKSHOP 1

INITIATION

We'll explore how organisations and projects are structured and look at the roles and responsibilities involved in project management. It further explores the different functions and benefits of different types of project office.

WORKSHOP 2

GOVERNANCE

This workshop focuses on project management governance, looking at key principles, methods and procedures and the significance of the project management plan (PMP).

WORKSHOP 3

THE PROJECT LIFE-CYCLE & ENVIRONMENT

This workshop explores the Project Life Cycle and its key review points and looks at the differences between project and programme management. We'll also investigate different contexts and environments and how these impact projects, touching on legislative considerations and introducing key tools such as PESTLE and SWOT which are used to assess a project's context.

/// APPRENTICES UNDERSTAND HOW TO IMPROVE THEIR PRACTICAL AND WRITTEN WORK AND CAN USE IT CONFIDENTLY IN THEIR WORKPLACE /// OFSTED 2020

WORKSHOP 4

PLANNING

This workshop focuses on all aspects of planning to support effective project management. It also looks at the purpose and formats for consolidated plans to support overall project management, and how to utilise tools to plan and monitor progress and measure success.

WORKSHOP 5

PROJECT SCOPE MANAGEMENT

In this workshop we'll explore how to define scope in terms of outcomes and benefits, then look in detail at configuration and requirements, and the impact of change control on the scope of a project.

WORKSHOP 6

PROJECT COMMUNICATION SKILLS PART 1

Part 1 of project communication skills is a workshop focusing on the key elements of the project communication plan, identifying barriers to effective communication and exploring the management of and communication with key stakeholders.

WORKSHOP 7 THEATRE BASED LEARNING

PROJECT COMMUNICATION SKILLS PART 2

Part 2 of project communication skills is a theatre-based learning session, where our actors will use Theatre based learning techniques help the participants understand how to work collaboratively and inclusively, and they'll focus on the skills needed to negotiate successfully and manage conflict effectively. It builds on the themes covered in part 1.

WORKSHOP 8

RISK MANAGEMENT AND QUALITY CONTROL

This workshop focusses on the processes and procedures around management of risks and issues, and looks in depth at quality control procedures, including continuous improvement.

WORKSHOP 9

PROJECT SCHEDULING & RESOURCE MANAGEMENT

This workshop explores the different project scheduling techniques such as critical path and critical chain. It looks at the types of resources and how resources are categorised and allocated. It also focusses on financial and cost management and explores the theme of procurement.

WORKSHOP 10

LEADERSHIP AND TEAMWORK

This workshop explores the characteristics of effective leadership and how these impact the successful implementation of a project. The workshop looks at leadership styles and focusses on the importance of delegation and motivation as tools to lead others when managing a project. It also focuses on the characteristics and benefits of effective teamwork, and the factors involved in the formation and leadership of successful teams.

WORKSHOP 11

EXAM PREP WORKSHOP

This workshop focuses on effectively preparing delegates to pass the APM PMQ exam. This is a full day workshop facilitated by an expert trainer and looks at techniques to effectively answer APM PMQ questions. It is an essential workshop that gives the participants the details of the different types of questions that could appear in the exam and the tools to answer them fully.

YOU HAVE TO TAKE THE JOURNEY TO REACH THE DESTINATION

All of our development programmes, whether that be an apprenticeship, a shorter commercial course or a one day workshop are all designed to work together to deliver a development path for your workforce and their career aspirations.

The Apprenticeship College will develop a learning journey that achieves the expectations of the learner and the employer.

Starting with the Associate Project Manager programme develops knowledge, skills and behaviours that can set the foundation for building a rewarding and successful path as a project manager. We understand that a career path is not linear, the good news is that there an apprenticeship available to support individuals on whatever path they choose.

Our learning offer covers a wide variety of knowledge, skills and behaviours and can cater for any level or job role in your business. Anyone from senior directors, mid-level managers, operations assistants or new employees can benefit from our commercial sessions.

They are designed to compliment our apprenticeship programmes too and can add value and dimension to the apprenticeship delivery. They can also be delivered as stand-alone workshops and support ongoing learning and development for your workforce.





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