



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

**/// I HAVE BEEN ABLE TO MANAGE MY TEAM IN WAYS I DID NOT KNOW WAS POSSIBLE AND PUT INTO EFFECT ALL DIFFERENT METHODS TO ENSURE THAT MY TEAM ARE WORKING AT A HIGH PERFORMANCE AND REACHING GOALS. ///** LEARNER 2023

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.



**/// THIS APPRENTICESHIP HAS HELPED ME WHEN MOTIVATING COLLEAGUES, USING TOOLS AND MODEL TO HELP ME WHEN GIVING FEEDBACK. I HAVE LEARNED MORE ABOUT PROJECT MANAGEMENT AND ORGANISATIONAL GOVERNANCE. THIS HAS HELPED ME UNDERSTAND THE PROJECT LIFE CYCLE AND MORE. /// LEARNER 2023**

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.

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.

**///APPLYING EMOTIONAL INTELLIGENCE TO TEAM MANAGEMENT. APPLYING CHANGE MANAGEMENT MODELS TO ENSURE PROJECTS LAND AND STICK WITHIN ORGANISATION. /// LEARNER 2023**

## COURSE SUMMARY

^ LEVEL:	4
🕒 DURATION:	19 MONTHS (INCLUDING END POINT ASSESSMENT)
£ LEVY VALUE:	£7,000
£ CO-FUNDED VALUE:	£350
👤 INDUCTION:	1
🔧 WORKSHOPS:	10
⚙️ 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 towards end point assessment. 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 and guide learners through the learning journey. There will be a number of assessment tasks, activities and projects to be completed as part of the learning journey to ensure all knowledge, skills and behaviours are met for the apprenticeship standard.

## FUNCTIONAL SKILLS

Learners will be supported by one of our Functional Skills Tutors who will ensure individuals are equipped to complete the English and Maths at the appropriate level.

**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

# START

**INDUCTION + SKILLS COACHING SESSION 1**

WORKSHOP 1  
ORGANISATION

SKILLS COACHING  
SESSION 2

FUNCTIONAL SKILLS  
SESSION 1

WORKSHOP 2  
GOVERNANCE

FUNCTIONAL SKILLS  
SESSION 2

PROGRESS REVIEW  
3 MONTHS

SKILLS COACHING  
SESSION 3

WORKSHOP 3  
PROJECT LIFECYCLE & ENVIRONMENT

FUNCTIONAL SKILLS  
SESSION 3

*Welcome to your apprenticeship*

$$310 - 54 = 256$$

SKILLS COACHING  
SESSION 7

PROGRESS REVIEW  
9 MONTHS

WORKSHOP 6  
PROJECT COMMUNICATION PART 1

SKILLS COACHING  
SESSION 6

WORKSHOP 5  
PROJECT SCOPE MANAGEMENT

PROGRESS REVIEW  
6 MONTHS

SKILLS COACHING  
SESSION 5

WORKSHOP 4  
PLANNING

SKILLS COACHING  
SESSION 4

WORKSHOP 7  
THEATRE BASED LEARNING  
PROJECT COMMUNICATION PART 2

*what to do in this situation*

SKILLS COACHING  
SESSION 8

DIGITAL LEARNING  
VIRTUAL

WORKSHOP 8  
RISK MANAGEMENT & QUALITY CONTROL

SKILLS COACHING  
SESSION 9

WORKSHOP 9  
PROJECT SCHEDULING & RESOURCE MANAGEMENT

SKILLS COACHING  
SESSION 10

WORKSHOP 10  
LEADERSHIP & TEAMWORK

$$234 + 864 = 1098$$

# FINISH

**END POINT ASSESSMENT**

Well done!  
MOCK EPA +EXIT REVIEW

PROGRESS REVIEW  
15 MONTHS

SKILLS COACHING  
PRESENTATION & EPA PRACTICE

SKILLS COACHING  
PRESENTATION & EPA PRACTICE

SKILLS COACHING  
PRESENTATION & EPA PRACTICE

SKILLS COACHING  
SESSION 11

DIGITAL LEARNING  
VIRTUAL

*Preparation, preparation*

PROGRESS REVIEW  
12 MONTHS

*I want to make change*



## 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

### ORGANISATION

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

### PROJECT LIFECYCLE & 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.

**/// I HAVE ACQUIRED A PROJECT MINDSET ADOPTING A STRATEGIC APPROACH TO THINGS. I GOT PROMOTED DUE TO IMPLEMENTING AN AGILE WAY OF WORKING ACHIEVING MORE OUTCOMES SMARTLY AND SAVING TIME, MONEY AND RESOURCE WITHOUT IMPACTING ON THE QUALITIES AND IT HAS HELPED ME TO GAIN PROMOTION INTO THE ROLE OPERATIONS MANAGER 16 MONTHS AGO ///** LEARNER 2023

## 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 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 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 & 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 & 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.

## END POINT ASSESSMENT

### Assessment method 1:

Written project report with presentation & questioning.

Fail, Pass or Distinction

### Assessment method 2:

Professional discussion underpinned by a portfolio of evidence.

Fail, Pass or Distinction

# 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.

We understand that a career path is not linear, the good news is that there are progression opportunities to support individuals on whatever path they choose.

Our learning offer covers a wide variety of knowledge, skills and behaviours to support job roles in your business. Anyone from senior directors, mid-level managers, operation assistants or new employees can benefit from our 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.

**There is an opportunity to complete the Level 7 Project Management qualification which will be costed commercially and can be discussed with the Business Development team.**





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020 3651 4747