Associate Project Manager – Level 4

BUILDING SKILLS TO DELIVER PROJECTS WITH IMPACT



Projects are at the heart of every organisation - whether you're launching a new service, improving systems, or delivering a major transformation.

An Associate Project Manager is the person who keeps everything on track, on budget, and on time - while leading people confidently and keeping stakeholders engaged.

This apprenticeship will give you the tools and techniques to manage projects successfully from start to finish.



Topics We Cover

- Project governance and stakeholder management.
- Planning, scheduling, and resource management.
- Risk identification and management.
- Budgeting and cost control.
- Quality assurance and project evaluation.
- Communication and leadership skills.

What You'll Gain

- Practical skills to plan, manage, and deliver projects effectively.
- Confidence to lead teams and work with stakeholders.
- Understanding of budgeting, scheduling, and risk management.
- Knowledge of project governance, reporting, and quality control.
- The ability to keep projects aligned with business strategy.

Support Along the Way

You'll have continuous support from your tutor and workplace mentor, plus access to tools and resources to help you succeed.

You'll also have the option to become an associate member of the **Association for Project Management (APM)**.



How the Programme Works

Each month, you'll attend a **live online workshop** plus additional 1:1 or small group coaching.

You'll complete guided assignments and reflective activities, building a professional portfolio of your learning and progress.

You'll also meet with your **line manager and tutor every 12 weeks** to review your development, set goals, and ensure your learning is fully aligned with your role.

All learning is delivered remotely via Teams - flexible, accessible, and built to fit around your work.



After Your Apprenticeship

Progress into roles such as:

- Project Manager
- Programme Coordinator
- Operations/Departmental Manager (Level 5)
- Senior Leader (Level 7)

End Point Assessment (EPA)

Towards the end of your programme, once you're ready, you'll complete your **End Point Assessment** - an opportunity to demonstrate the impact of your learning.

The EPA includes:

1. Professional Discussion based on your portfolio
2. Project Report & Presentation with Q&A

All assessments are completed online, and you'll be fully supported every step of the way.

Entry Requirements

You must:

- Have the right to live and work in the UK and meet the eligibility criteria set by the Dept of Education.
- Be in a role where you will be supported and can apply your skills appropriately.



It's Time to Lead with Purpose

This is more than just a qualification - it's your opportunity to grow as a leader, deliver measurable impact, and drive lasting change in your team and organisation.

Speak with your manager, HR team or Learning & Development Lead to register your interest and take the next step in your leadership journey.

Talk to us

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