

# Business and Management

## Management: Project Manager Associate Level 4 Apprenticeship

### In Brief

#### Start Date / Duration

This apprenticeship programme can be started at any time. This apprenticeship is anticipated to run for approximately 24 months, plus there is an additional three month End-point Assessment period.

#### Entry Requirements

- The entry requirements for this apprenticeship will be decided by each employer, but may typically include five GCSEs including English and maths at grade 4/C or higher
- Previous knowledge or experience of project or people management would be advantageous
- You will need to find an employer willing to employ you as an apprentice. Please see our **Apprenticeship Vacancies:** <https://www.barnsley.ac.uk/our-departments/apprenticeships/apprenticeship-vacancies/>

#### You will achieve

You will receive Level 4 Associate Project Management Apprenticeship Standard and APM Project Management qualification.

### Course Overview

This apprenticeship prepares candidates to become Associate Project Managers across various industries. Ideal for those with previous management or project management experience, typical roles include assistant or junior project manager. Gain skills and experience to excel in project management. Find more details on the Standard Apprenticeship

[<https://www.instituteforapprenticeships.org/apprenticeship-standards/st0310-v1-4>] and APM Project Management [<https://www.apm.org.uk/qualifications-and-training/project-management-qualification/>] qualification.

### Course Content

You will build your knowledge, skills and behaviours in order to satisfy the End Point Assessment Organisation.

You will understand and have knowledge of:

- Project governance
- Project stakeholder management
- Project leadership
- Consolidated planning
- Budgeting and cost control
- Business case and benefits management.
- Project scope
- Project schedule
- Resource management
- Project risk and issue management
- Contract management and procurement
- Project quality
- Project context

In addition, you will be required to demonstrate the following skills and behaviours within the context of your organisation:

- Project governance
- Stakeholder and communications management
- Manage project schedule, budgets and cost control
- Consolidated planning, manage quality and resources
- Identify and monitor project risk or opportunity
- Collaboration and team work
- Leadership skills including driving for results
- Integrity, ethics, compliance and professionalism

## **How will I be assessed?**

You will be assessed through on-programme assessment of knowledge, skills and behaviour outcomes on-route to final synoptic End-point assessment. You will complete a presentation and professional discussion supported by a portfolio of evidence. Your assessor and employer will help you prepare for this.

You will attend a five-day course to study towards the Project Management qualification. This will be studied in a block and assessed through a three-hour examination.

## **What Equipment Will I Need?**

All equipment will be provided.

## **Where will I study?**

You will study within the workplace and attend classes if required at Barnsley College's Old Mill Lane Campus, Church Street, Barnsley, S70 2AX.

## What can I do next?

Upon completion of the apprenticeship, you will be eligible to be an Associate Member of the Association for Project Management (APM). Full membership can be attained through further experience and professional development.

## How much does the course cost?

There is no cost to being an apprentice. All costs associated with your apprenticeship, including the cost of training and your salary, will be paid by your employer.

## Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on 01226 216 267.

## Extra information

### Contact the Apprenticeship Team

For further information please contact the team on 01226 216 166 or email: [apprenticeships@barnsley.ac.uk](mailto:apprenticeships@barnsley.ac.uk) [mailto:apprenticeships@barnsley.ac.uk]

## Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 17th January 2025

### Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**