PROGRAMME INFORMATION · LEVEL 4 · ST0310

Associate Project Manager Apprenticeship

An 18-month apprenticeship for people who manage or support projects. Apprentices learn the full project lifecycle and apply it to two projects in their own organisation.

18	2	£7,000	APM
months, including assessment	workplace projects, start to finish	funding band per apprentice	Associate Membership eligible

The apprenticeship journey

WEEKS 1–16
Foundations, stakeholders and teams

WEEKS 17–44
Project 1: set up, deliver and close, with coaching

WEEKS 45–60
Project 2: 12 weeks, assessed

WEEKS 61–78
Professional discussion

What apprentices learn to do

- Review business cases and define scope
- Build schedules, budgets, risk and quality plans
- Monitor progress, control cost and manage change
- Close projects and capture lessons learned
- Engage stakeholders and work across teams

Who it is for

Assistant and junior project managers, project support officers, and anyone who runs projects as part of a wider role.

Assessed independently by NQual. At least 348 hours of off-the-job training, around 6 hours a week.

Delivery options

All three options cover the same content, follow the same schedule and include the same six progress reviews.

1 APPRENTICE

Individual

1-2-1 coaching throughout the programme.

18 coaching sessions

5 TO 9 APPRENTICES

Small group online

Live online workshops and group tutorials, with 1-2-1 coaching.

12 online workshops
7 group tutorials
9 coaching sessions

10 TO 15 APPRENTICES

Large group

Full-day in-person workshops, online workshops and group tutorials, with 1-2-1 coaching.

5 full-day workshops
7 online workshops
7 group tutorials
9 coaching sessions

Support for every apprentice

- A named Programme Coach throughout
- Written comments on every submission within 15 working days
- Online learning platform with all materials and templates
- Progress reviews with the line manager at Weeks 2, 13, 26, 38, 49 and 60

Employer commitments

- A line manager who joins the six progress reviews
- Around 6 hours a week of off-the-job time
- Two real projects, the second able to run in 12 weeks
- Access to the people and meetings the projects need

£7,000

Funding band per apprentice, covering training, coaching, materials and the end-point assessment. Paid from your apprenticeship levy or through government co-investment; we will confirm your position.

Further information

For eligibility, funding and start dates, contact the Academy of Leadership & Management.

info@academylm.co.uk **academylm.co.uk**

Workshops and curriculum

Sessions shown are for the group options. Workshops are full days in person (large group) or online (small group); online workshops last 3 hours; group tutorials and 1-2-1s last 1 hour. The individual option covers the same content through 1-2-1 coaching.

MODULE	WHAT IS COVERED	SESSIONS (WEEK)
1 · Introduction to Project Management Weeks 1–8	Projects vs business as usual; programmes and portfolios; governance, roles and structures; lifecycle approaches; project context; legislation, ethics and sustainability; digital tools	Workshop (1) Online workshop (4) Group tutorial (7)
2 · Stakeholders, People and Teams Weeks 9–16	Stakeholder analysis and engagement; communication; influencing and negotiation; managing conflict; team working and leadership; presenting. First workplace project agreed	Workshop (9) Online workshop (12) Group tutorial (15)
3.1 · Setting Up a Project Weeks 17–24	Business case and benefits; scope; the project management plan; estimating and scheduling; resources and budget; procurement; risk and quality planning	Workshop (17) Online workshop (20) Group tutorial (23)
3.2 · Delivering a Project Weeks 25–40	Monitoring and reporting; budget control; managing resources; earned value; risks and issues; change control and configuration; quality control	Workshops (25, 32) Online workshops (28, 36) Group tutorials (30, 34)
3.3 · Closing a Project Weeks 41–44	Handover and closure; evaluating success; lessons learned and continuous improvement; professional development	Online workshop (41) Group tutorial (43)
4.1 · Project Preparation Weeks 45–46	Scoping the second project and agreeing it with the employer and NQual	Group tutorial (45) 1-2-1 (46)
4.2 · On-programme Project Weeks 47–58	The second project, run independently over 12 weeks and assessed by NQual	Online check-in (52)
4.3 · Gateway Preparation Weeks 59–60	Portfolio review and preparation for the professional discussion	1-2-1 and review (60)

1-2-1 coaching runs alongside every module: 9 sessions in the group options, 18 in the individual option.

Progress reviews with the apprentice, line manager and coach take place at Weeks 2, 13, 26, 38, 49 and 60.