

ASSOCIATE PROJECT MANAGEMENT LEVEL 4



Blended learning
including day courses



Course duration
15 months (20 months with apprenticeship assessment)



EPA Organisation
Steadfast



Training time
31 sessions



Funded learning
Funded via the Apprenticeship Levy



Apprenticeship level 4

OVERVIEW

Associate Project Managers play a crucial role in ensuring that projects are delivered successfully, on time and within scope. Found across all sectors — including government, education, infrastructure, finance, retail and charities — they support the planning, coordination and execution of key business projects that drive improvement and innovation.

Working alongside Project Managers and wider teams, Associate Project Managers are responsible for identifying objectives, allocating resources, managing timescales and monitoring progress to achieve desired outcomes. They play an integral part in defining project goals, liaising with internal and external stakeholders, and adapting plans to meet changing priorities.

This role combines strategic thinking with hands-on delivery, ensuring that every aspect of a project — from planning and risk management to communication and quality assurance — contributes to organisational success.

WHAT TO EXPECT

- As an apprentice, you will have approximately 31 educator sessions throughout the duration of your apprenticeship.
- You will see your educator every 3 weeks for your online sessions. These appointments will be used to discuss your progress, assign you tasks and prepare you for your apprenticeship assessment.
- There are 7 mandatory day courses that you must attend as part of your apprenticeship, the topics are:
 - Projects, programmes and portfolios/ project lifecycles, organisation structures.
 - Project teams, environment (sustainability), business case and stakeholders.
 - Scheduled and resource optimisation, scope management.
 - Leadership and estimating, risk management and issue management.
 - Quality procurement, communication management and PMP.
 - Conflict management, negotiation, cost management, earned value management.
 - Knowledge and information management.

ENTRY REQUIREMENTS

Individual employers may set their own entry requirements. The apprentice must already be employed for over 16 hours per week.

- If a candidate is 16-18 they must have achieved maths and English at Level 2 prior to completion of the course, this is something that can be completed with us if needed.
- If a candidate is 19+ and hasn't achieved in Maths and English GCSE before enrolling, it is up to the employer to decide whether these qualifications should be attempted.
- The candidate must be employed in a suitable role.

TYPICAL JOB ROLES

- Associate Project Manager
- Junior Project Manager
- Project Coordinator
- Project Support Officer
- Project Team Leader
- Project Executive
- Project Officer

COURSE CONTENT

Project Planning & Delivery

Support and manage the full lifecycle of a project — from planning and resourcing to delivery and review. Develop, update and review project scope, schedules, and key milestones to ensure alignment with business objectives.

Stakeholder Engagement

Contribute to stakeholder engagement activities, collaborating with internal and external partners to communicate project plans, progress and outcomes effectively.

Quality, Risk & Compliance

Apply quality management systems to ensure compliance with local and legislative requirements. Identify and manage risks and opportunities to support successful delivery and sustainability goals.

Performance & Financial Management

Monitor and report on project budgets, forecasts and variances. Analyse performance data and identify areas for improvement through process and scope control.

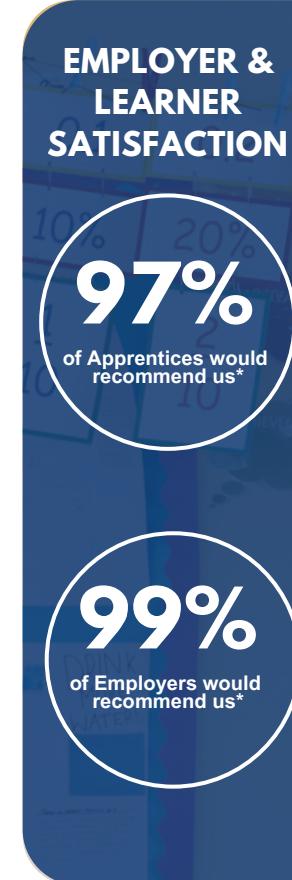
Governance & Continuous Improvement

Support the preparation of key project documentation for governance and approval. Review project outcomes, report on lessons learned and contribute to continuous improvement initiatives for future delivery.

APPRENTICESHIP ASSESSMENT

The apprenticeship assessment includes:

- A written project report consisting of 3500 words.
- A 20 minute presentation with 40 minute Q&A.
- A 60 minute professional discussion underpinned by a portfolio of evidence.



ADDED VALUE - LEVEL 4 PROJECT MANAGEMENT QUALIFICATION (PMQ) OPPORTUNITY

As part of this apprenticeship, learners have the opportunity to progress their professional development by working towards the Project Management Qualification (PMQ) through the Association for Project Management (APM).

This is an optional enhancement, with the knowledge gained from the apprenticeship directly supporting success in the PMQ assessment.

Learners can also become Student Members of APM, gaining access to an extensive professional network, members-only forums, and free or discounted entry to APM events and conferences.

Membership also provides access to a range of digital publications and a digital APM badge, demonstrating professional alignment to the UK's chartered body for project management.

What are the benefits?

- Opportunity to achieve a recognised industry qualification (APM PMQ)
- Access to APM's professional network and members-only resources
- Free or discounted entry to APM events and conferences
- Gain a digital badge to showcase your professional status and commitment to the field