

Level 4 Associate Project Manager Apprenticeship Standard



Course Overview

This apprenticeship is designed for people who want to build strong project management skills while working in a real organisation. It suits anyone who enjoys organising tasks, solving problems, and supporting teams to deliver successful projects.

As an Associate Project Manager apprentice, you will learn how to plan work, manage risks, control budgets, communicate clearly, and keep projects on track. You'll also develop wider skills such as confidence, leadership, decision-making, and professional communication – all important for progressing in any business role.

Learning is delivered through a mix of workplace activities, 1:1 coaching, online sessions, and practical tasks that link directly to your job. This means you can apply new skills straight away in your workplace while building a strong portfolio of real project experience.

What You Will Study

During this apprenticeship you will learn the core skills needed to support and deliver successful projects. Topics include:

- Project planning, scheduling, and resource management
- Risk management and problem-solving
- Budgeting, cost control, and understanding project finances
- Stakeholder engagement and clear communication
- Project governance, reporting, and project controls
- Change management and managing project scope
- Quality management and ensuring project outcomes meet requirements
- Teamwork, leadership styles, and working with others
- Using project management tools and software
- Personal and professional skills such as decision-making, organisation, and presenting information

Attendance Expectations

Attendance is a mix of workplace based learning and planned off the job training.

You can expect:

- Regular 1:1 online coaching sessions with your tutor
- Online workshops delivered through Microsoft Teams

START DATE

Various

LEVEL

Level 4

STUDY MODE

Full-time

DURATION

18 months

AWARDING BODY

Chartered
Management
Institute (CMI)

LOCATION

Blended Learning



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email courseinfo@heartofyorkshire.ac.uk.

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website www.heartofyorkshire.ac.uk.

Quick Links



**How to
Apply**



**Student
Support**



**Virtual
Tours**



- Workplace activities, shadowing, and project tasks set by your tutor
- Independent study and off the job training hours each week
- Progress reviews every 12 weeks with your tutor and employer
- A requirement to complete off the job training hours each week

How You Will Be Assessed

Assessment takes place throughout the apprenticeship and at the end-point assessment (EPA). You will complete:

- A portfolio of evidence built from real work tasks
- Regular reviews with your tutor and employer
- Work-based projects and practical activities
- Knowledge development through coaching, online learning, and workplace tasks.

Entry Requirements

- Employment in a suitable project-related role
- Support from your employer to complete the apprenticeship
- English and Maths at Level 2 or GCSE Grade 9-4.
- An interest in organisation, teamwork, and managing tasks in the workplace

Initial skills assessments may also be required.

Further Study

After completing this apprenticeship, learners may progress to:

Level 6 Project Manager Degree Apprenticeship
Higher-level professional qualifications with bodies such as APM or CMI
Specialist training in areas such as leadership, risk management, or business improvement

The skills gained also support progression into project-focused roles across many industries.

