



APPRENTICESHIP

Project Management

Level 4

4

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Apprenticeship Framework

The Level 4 Higher Apprenticeship in Project Management is specifically designed to meet the increasing demand for qualified project professionals across the private and public sectors of the UK economy. This nationally recognised qualification equips learners with the tools to effectively initiate, plan and deliver projects of all complexity levels.

The programme prepares learners for roles such as:

- Project Manager
- Project Co-ordinator
- Project Executive
- Project Support Officer

Who is this apprenticeship for?

This programme is for candidates who are engaged in the day-to-day management of projects within an organisation and have a good level of experience and/or knowledge of the sector, overseeing project development from planning to completion, performing various tasks, including: defining project scope and timescales, budget management, managing resources, quality assurance, risk management, engaging stakeholders, managing project change and analysis of results.

On completion of this apprenticeship you will achieve the following:

- EAL Level 4 Diploma in Project Management
- Level 2 Essential Skill in Application of Number
- Level 2 Essential Skill in Communication
- Level 2 Essential Skill in Digital Literacy



Benefits of the apprenticeship programme:

Accelerate Your Career Growth: With the Level 4 Higher Apprenticeship, you will fast-track your career by gaining invaluable hands-on experience alongside theoretical knowledge. You will be equipped with the tools to lead projects successfully and make a lasting impact on organisations.

Industry-Recognised Certification: Upon successful completion of this programme, you will earn a prestigious industry-recognised certification, providing you with a competitive edge in the job market. Employers value the skills and expertise gained through this apprenticeship, opening doors to exciting opportunities.

Practical and Real-World Learning: Our programme emphasises practical, real-world learning. You will work on actual projects within your workplace, collaborating with experienced colleagues who will guide you through every step of the process. Gain insights, develop your problem-solving abilities, and enhance your decision-making skills.

Tailored Curriculum: Our comprehensive curriculum is designed to meet the demands of the ever-evolving project management industry. You will cover essential topics such as project initiation, planning, execution, monitoring, and closure, as well as risk management, stakeholder engagement, and effective communication strategies.

Experienced and Knowledgeable Advisors: Throughout your apprenticeship, you will have access to a network of experienced advisors who will provide guidance, support, and feedback. Learn from industry experts who have successfully managed projects of all sizes, industries, and complexities.

Course Delivery

- Typical duration of 24 months.
- Induction session for apprentices and for their line managers.
- 8x full day core technical skills and knowledge workshops delivered virtually via TEAMS or in person. (9:30 – 2:30pm Tutored workshop, 2:30 -4:30pm research and assignment work with tutor support)
- Supported by self-study online resources.
- One to One tutor coaching and assessment support sessions
- 6 Essential skills assessment days. (3 Preparation days and 3 Live Task days) **
- 2 hour long essential skills confirmatory tests. **

***Essential Skills activities are not applicable to apprentices with exemptions.*



Level 4 Diploma in Project Management

Course Delivery

This element of the programme will be delivered through blended learning with learners attending full day knowledge and technical skills workshops delivered virtually using Microsoft Teams across the 24-month duration of the programme .

Additional development and assessment support will be provided through regular 1-to-1 sessions with a member of the ALS delivery team. An ALS assessor will meet with the learner, either in the workplace or through digital means, (for example, Microsoft Teams) to provide coaching, advice and assessment support.

Learners will also be set tasks to complete between each visit which are tailored to the different needs of each learner and the workplace activities they are involved with.

Qualification Structure Summary

The EAL Level 4 Diploma in Project Management consists of 8 mandatory units.

What you will learn

This programme is made up of a mixture of knowledge and competence units across a broad range of project management processes and procedures.

Unit Title	Level
Developing personal and professional practice through project delivery	4
Understanding your organisation and its approaches to project management	4
Project Initiation	4
Managing teams and stakeholders	4
Project planning and scheduling	4
Contract and quality management	4
Managing budgets and risk	4
Project monitoring and reporting	4

Have any questions about our Level 4 Project Management Apprenticeship?

We are here to help. If you have any further questions or enquiries about the main qualification element of the programme, please contact info@alstraining.org.uk



Essential Skills Qualifications

When you agree to undertake an apprenticeship, you may be required to complete Essential Skills as part of your apprenticeship framework.

Essential Skills Wales

The Essential Skills Wales (ESW) will be initially assessed via an online Wales Essential Skills Toolkit (WEST) Assessment. Where a Learner already holds an ESW certificate or equivalent qualification this can provide an exemption and learners will not need to complete that ESW element of the programme. Where a Learner is not exempt an Individual Learning Plan (ILP) will be generated from the initial assessment. The modules delivery will include independent learning via WEST, prior to guided learning sessions preparing the Learner for their assessment. ESWs are assessed via controlled tasks and confirmatory tests for Communication and Number, Digital Literacy is assessed via a controlled task and structured discussion.

Exemptions

If you already hold qualifications, these may be used as 'exemptions' towards your apprenticeship framework. As a result, you will be exempt from achieving that particular Essential Skill, if you wish. This will be discussed with you before you sign up with us and will also be followed up by your assessor before and during your first visit from us.

Have any questions about Essential Skills?

We are here to help. If you have any further questions or enquiries about Essential Skills element of the programme, please contact info@alstraining.org.uk