

Level 4 Associate Project Manager.

The Level 4 Associate Project Manager apprenticeship provides your organisation with highly capable project professionals equipped to drive successful project outcomes from initiation through to delivery. Learners will develop a deep understanding of the contexts and governance structures that underpin effective project initiation, ensuring alignment with strategic objectives from the outset. They will gain the ability to analyse and estimate key project components – such as schedules, budgets, risks, and resources – enabling the creation of robust and realistic project management plans.

Learners will also be trained to analyse and interpret data to monitor and control project performance, ensuring timely and informed decision-making. Through the application of quality management techniques and continuous improvement processes, they will enhance project outputs and contribute to long-term organisational efficiency.

This programme is designed to embed lasting value within your teams and deliver measurable impact across your project portfolio.

Who's it for?

This apprenticeship is for learners who are taking responsibility for managing projects, project activities or workstreams. They will be responsible for planning project delivery, including scheduling activities, identifying risks and opportunities and developing and maintaining resource plans.

They will then monitor project delivery, using a project management plan to track budget, resource, schedule, quality and benefits throughout the life cycle of the project, responding appropriately to threats, opportunities and the need for change.

Through the duration of the apprenticeship, learners will need to have at least one project or workstream of their own to manage, which will be captured and reflected on through the project report, presentation and Q&A assessment method at EPA.

Business impacts

✓ Stronger Project Initiation and Alignment

By understanding project contexts and governance structures, learners ensure projects are launched with clear objectives and strategic alignment, reducing false starts and wasted resources.

✓ Improved Planning Accuracy

Through the ability to analyse and estimate key project components – such as schedules, budgets, risks, and resources – organisations benefit from more accurate planning, leading to fewer overruns and better resource allocation.

✓ Higher Quality Outcomes

By applying quality management techniques and continuous improvement processes, learners help drive consistent delivery standards and embed a culture of excellence across projects.

✓ Boosted Efficiency with Digital Tools

Project managers trained to leverage modern project management technologies can streamline workflows, improve collaboration, and accelerate decision-making – leading to faster delivery and reduced overhead.

Built for performance

- ✓ Programmes designed and delivered by industry experts
- ✓ Dedicated Performance Coach, qualified in their specialist subject area
- ✓ Backup from a multidisciplinary performance team
- ✓ Market-leading online live learning experience
- ✓ 24/7 access to programme materials, enrichment resources, study support and specialist insight via our virtual learning platform
- ✓ Mentoring, networking and peer support through BPP Community, including our Student Ambassador Network
- ✓ Learning pathways built using a 'stretch and challenge' model by design, meaning each learner is pushed to their maximum abilities
- ✓ Progression pathways that can take you from entry level to specialist expert
- ✓ Dedicated Functional Skills support if required



Programme overview.

Apprenticeship standard: Associate Project Manager

Cost: £7,000

Duration: 18 months

Entry requirements

As a minimum learners will need to have:

- Five GCSEs at grades 9 to 4 (A* to C)

We also recommend that learners have 48+ UCAS points or equivalent, but suitable work experience (2+ years supporting project delivery) will be considered as an alternative

For learners that do not have GCSE English and/or maths at grades 9 to 4 (A* to C):

- Learners aged 16-18 years must study and pass Functional Skills English and/or maths as part of the apprenticeship programme
- Learners aged 19 or above on the day they start the programme do not need to study or pass Functional Skills English and/or maths, unless required by their employer



Prepare for the challenges of tomorrow

Get ahead of evolving workforce skills needs

Every BPP apprentice has access to our exclusive Emerging Skills programme.

Comprised of four bespoke courses, the programme combines expertise from BPP, Microsoft and xUnlocked to give learners essential knowledge and skills in the rapidly emerging areas of AI, cyber security and sustainability.

- ✓ Available to all learners at no extra cost
- ✓ Accessible anytime, anywhere via our virtual learning platform
- ✓ Self-paced learning to fit into any busy schedule



Programme contents

Generative AI Fundamentals (Four modules)

Developed by BPP's expert data scientists, this course offers an introduction to working with Generative AI effectively, safely and ethically.

Introduction to Sustainability (Six modules)

Developed in partnership with sustainability experts, xUnlocked, this course builds fundamental knowledge on sustainability and sustainable working practices.

Microsoft AI and Security Essentials (Seven modules)

This course begins with a core AI Essentials pathway, followed by a choice between AI Fundamentals or Security. Microsoft digital badges are awarded throughout, with the option to earn a recognised Microsoft Certification upon completion.

Cyber Security (Three modules)

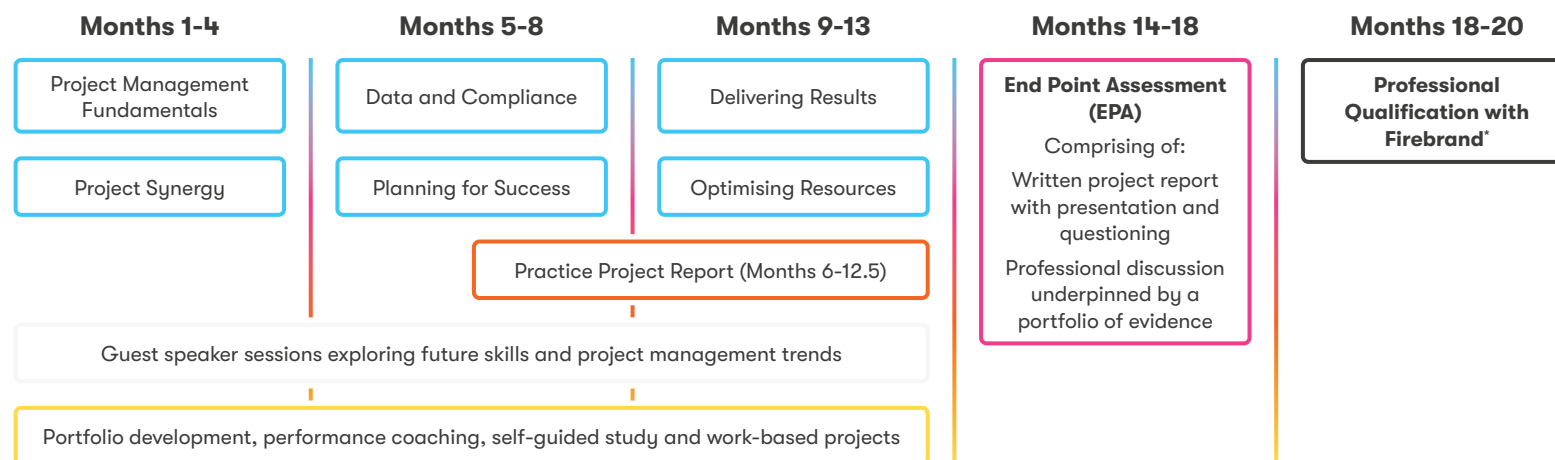
Designed by BPP's cyber experts, this course provides a clear and practical introduction to the importance of cyber security, the most common attack techniques everyone should be aware of, and the fast-changing digital threat landscape.

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Study mode

Online weekly: flexible learning that fits busy schedules, with two to three hours of online live lectures and seminars.

18-month programme (inc. EPA)




Apprenticeship standard

 Associate Project Manager

Delivered by

 BPP

Qualification achieved

 APM PQ/PRINCE2 Foundation and Practitioner/APMG AgilePM Foundation and Practitioner

Time commitment**

-  **13 months** on programme
-  **13 days** (2-3.5 hours per day) in online live training sessions
-  **252 hours total** guided self-study, via our virtual learning platform
-  **1 hour** performance coaching session, every six weeks
-  **2 hour** EPA preparation session
-  **5 months** in End Point Assessment
-  **40 hours** in online live training sessions for the chosen professional qualification (optional)



*Following successful completion of the EPA, you have the option to undertake a professionally accredited qualification with Firebrand. This will be completed over a 1-to-2-week intensive course, but there may be a small break before your chosen course comes up.

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**On average.

Programme modules.

Project Management Fundamentals

This module introduces learners to project management, exploring the contexts in which we deliver projects, and the governance systems and structures that support success.

Project Synergy

This module explores stakeholder management and communication tools and techniques, as well as the presentation skills necessary to excel in managing projects.

Data and Compliance

This module explores the role of data and information management in planning, controlling and evaluating project success, as well as the legal, ethical and compliance considerations that shape projects.

Planning for Success

This module considers how projects are initiated and defined, through looking at integrated project management plans, and how they support in planning a project's schedule, scope and success.

Delivering Results

This module looks at how we monitor project progress, and the tools used to maximise success, considering quality, risk and issue management. We also explore key behaviours for success, such as accountability, ownership and collaboration.

Optimising Resources

This module explores the development, implementation and monitoring of resource and benefits management plans, and their interaction with procurement systems and processes and the project budget.

Practice Project Report

The Practice Project Report runs alongside modules 4 – 6.

Additional Project Management Qualifications

Following completion of the programme, learners will be able to sign up for training towards one of the following project management qualifications:

- Association of Project Managers' Project Management Qualification (PMQ)
- APMG AgilePM (Foundation and Practitioner)
- PRINCE2 (Foundation and Practitioner)

This training will be delivered through a one-week intensive course (9:00am – 17:00pm, Mon-Fri) with an exam voucher provided for learners to book their exam independently.

