

Level 4 Management and Project Management.

This programme develops confident, delivery-focused managers who lead teams and successfully plan and execute projects in fast-paced environments.

Learners build practical skills to scope, plan, and manage projects while strengthening core leadership capabilities, including communication, decision-making and performance management. They learn to manage risk, budgets, and competing priorities to ensure delivery on time and aligned to business goals.

The programme combines a CMI Leadership Academy qualification with a Leader as Coach qualification (Association for Coaching accredited), ensuring managers not only understand how work gets done, but how to motivate, develop, and support others to succeed. Successful apprentices achieve CMI Foundation Chartered Manager (fCMgr) status.

Best suited to managers who:

- Lead teams or projects and need more structured delivery capability
- Drive business change or performance improvement
- Manage competing priorities, risks, and stakeholder expectations
- Want to improve how they plan, deliver, and evaluate work at scale

Business impacts

- ✓ Improves delivery consistency across time, cost, and quality through recognised project management disciplines and people leadership
- ✓ Builds internal progression pathways, reducing reliance on external recruitment, strengthen succession planning, and shortening time-to-competence
- ✓ Strengthens frontline management capability, decision-making, and performance management
- ✓ Demonstrates a commitment to professional standards and people development, strengthening the employer brand while supporting attraction and retention of high-potential talent
- ✓ Increases engagement and ownership through coaching-led leadership
- ✓ Equips managers to lead change, manage complexity, and support teams through uncertainty

Built for performance

Industry-recognised qualification and professional status

Recognised professional CMI qualification included as part of the programme along with CMI Foundation Chartered Manager status.

Accredited Association for Coaching 'Leader as Coach' qualification.

- ✓ 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: 20 months

Entry requirements

As a minimum learners will need to have:

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

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

- Learners aged under 19 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.

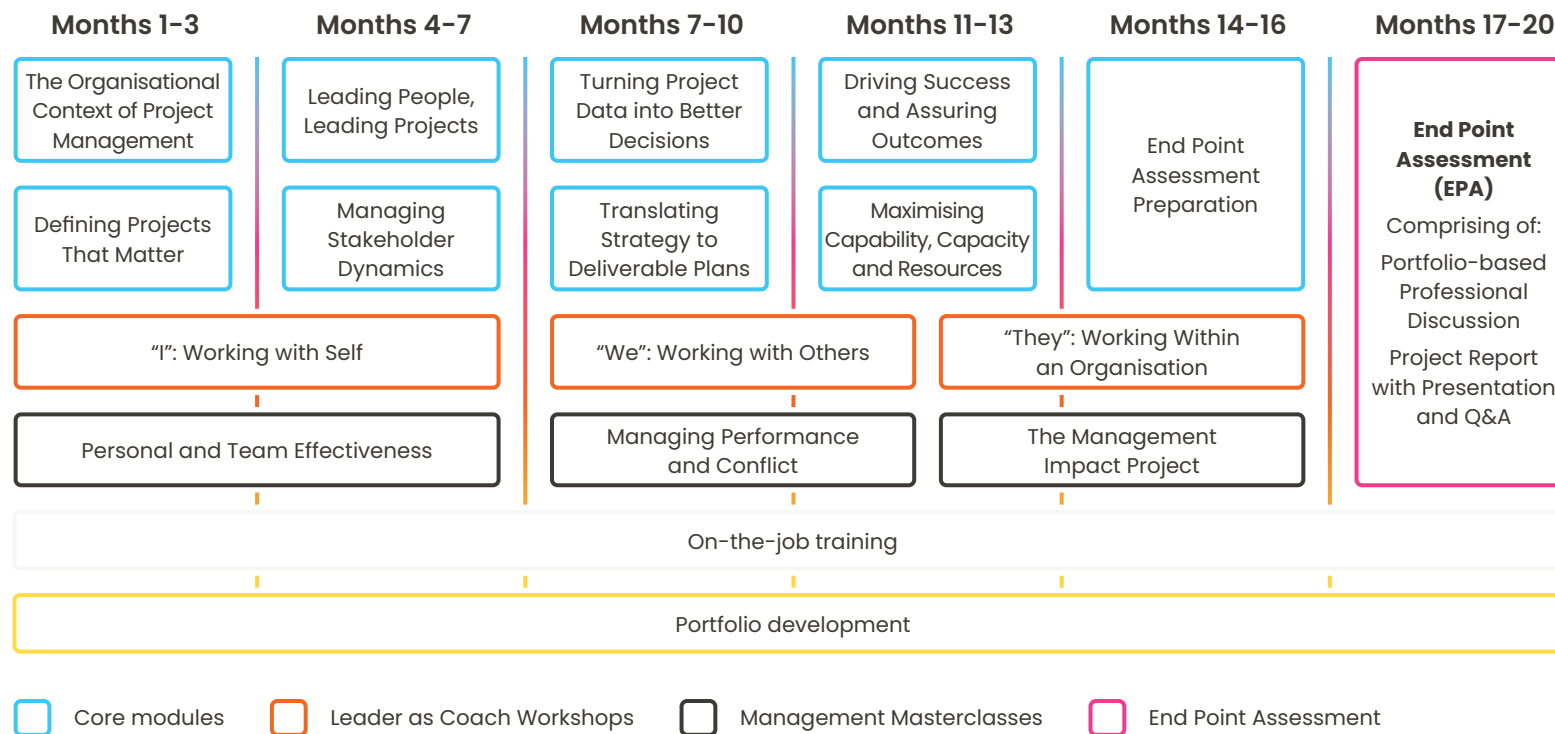


Level 4 Management and Project Management.

Study mode

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

20-month programme (inc. EPA)



Apprenticeship standard

Associate Project Manager

Delivered by

BPP

Management and Coaching Qualifications

- CMI Leadership Academy Management
- CMI Foundation Chartered Manager status
- Accredited Association for Coaching 'Leader as Coach'

Time commitment*

- 15 months** on programme
- 9 x 2-hour** online live webinars
- 4 x 1.5-hour** webinars
- 8 x 2.5-hour** project management workshops
- 3 online** 'Leader as Coach' workshops (4 hours per workshop)
- 3 online** Management Masterclasses (4 hours per masterclass)
- 3-4 hours** guided self-study, per module, via our virtual learning platform
- 1-hour** performance coaching session, every six to eight weeks
- 5 months** in End Point Assessment
- Off-the-job training** (average six hours a week) Apprentices have dedicated learning time within their normal working hours to develop new skills directly linked to their apprenticeship. Training, mentoring, online learning and project work all count toward this time, and sit alongside their normal duties, not outside them.

*On average.

Programme modules.

The Organisational Context of Project Management

Explore how projects operate within real organisational, regulatory and ethical environments, and how inclusive, responsible project management creates sustainable impact.

Managing Stakeholder Dynamics

Develop the skills to engage, influence and collaborate with stakeholders, managing communication, conflict and negotiation to achieve positive project outcomes.

Driving Success and Assuring Outcomes

Focus on delivering successful outcomes through effective risk, quality and change management, ensuring projects remain controlled, resilient and aligned to objectives.

Defining Projects That Matter

Learn how to shape and structure projects that deliver value, understanding roles, governance, organisational designs and life cycle approaches to set projects up for success.

Turning Project Data into Better Decisions

Discover how to use project data effectively, applying information management and earned value techniques to monitor performance and support better decision-making.

Maximising Capability, Capacity and Resources

Learn how to deliver projects efficiently using budget and resource management techniques, while also exploring the procurement process and the importance of ethics and sustainability in resourcing projects.

Leading People, Leading Projects

Build the leadership and coaching skills needed to inspire teams, manage performance and lead projects confidently, underpinned by a recognised first-line management qualification.

Translating Strategy to Deliverable Plans

Learn how to turn strategy into robust project plans, building strong business cases, managing dependencies and controlling scope using modern digital tools.

Coaching Workshops

“I”: Working with Self

Before working with others, leaders are encouraged to consider and reflect on who they are as a leader (‘I’) and how self-awareness can support personal growth and development. Leaders will consider Transactional Analysis, exploring parent, adult and child ego states and how they can help us to think about our own states before engaging with others.

“We”: Working with Others

This workshop considers the relationship (‘We’) with the other person. The workshop recognises that coaching skills and behaviours will be used in everyday engagements. Leaders will practise holding coaching models like GROW and solutions focused lightly to reflect the different types of conversations and engagements they will have with others.

“They”: Working Within an Organisation

This workshop will focus on the ‘They’ system, enabling individuals to reflect on their experiences of applying coaching approaches within the organisation and with key stakeholders. Participants will benefit from practical coaching strategies they could use with their teams. The workshop will also consider how coaching skills and behaviours can be used to support change and/or challenge within organisations.

Management Masterclasses

Personal and Team Effectiveness

Learners strengthen their effectiveness across self, team and operational contexts through advanced self-management, influential communication and inclusive leadership practices. The workshop develops the capability to balance delivery, people and change demands while building high-performing, psychologically safe teams and modelling professional standards.

Managing Performance and Conflict

Learners develop their ability to manage performance and resolve conflict in complex operational settings by setting clear expectations, using high-quality feedback and addressing underperformance with confidence and fairness. The workshop develops practical approaches to early intervention and difficult conversations that sustain trust, collaboration and performance.

The Management Impact Project

Learners plan, deliver and evaluate a management-led improvement or change project, building on key project management skills from the core programme. The workshop strengthens their ability to apply project discipline and leadership judgement to define outcomes, manage risk, use data effectively and deliver measurable organisational value.

Management and Project Management (Level 4).

This apprenticeship introduces a more structured focus on project delivery alongside core management capability. It brings together operational leadership with practical project management skills, equipping managers to lead teams, deliver initiatives and manage complexity with greater control, confidence and commercial impact.

Key Benefits	Operations Manager (Level 5)	Management and Project Management (Level 4)
CMI Foundation Chartered Manager status (fCMgr)	✓	✓
CMI Leadership Academy Management programme		✓
'I, We, They' coaching series		✓
Accredited 'Leader as Coach' qualification (Association for Coaching)		✓
Emerging Skills learning package (AI, Sustainability, Cyber Security, Microsoft Essentials)	✓	✓
Experienced Performance Coach throughout the programme	✓	✓

