

## INDIVIDUAL LEARNING PLAN

# Level 4 Associate Project Manager

## Standardised example template

Important: This is an example learning plan and does not contain confirmed delivery dates. Specific dates, joining links, deadlines and any timetable changes will be provided through BPP's online learning platform, the Hub. Session times and durations below are indicative and are based on the supplied programme plan.

## Programme at a glance

|                            |                                                                                            |
|----------------------------|--------------------------------------------------------------------------------------------|
| <b>Programme structure</b> | 6 learning modules followed by Gateway and end-point assessment preparation                |
| <b>Learning approach</b>   | Hub learning, pre-reading, webinars, workshops, portfolio submissions and self-assessments |
| <b>Planning basis</b>      | Module sequence and programme weeks, with no calendar dates shown                          |
| <b>Live delivery</b>       | Webinars are typically 2 hours; workshops are typically 3 hours 30 minutes                 |

## Indicative live sessions and milestones

| Stage      | Session or milestone                      | Example time | Length     | Type       |
|------------|-------------------------------------------|--------------|------------|------------|
| Onboarding | Learner Induction                         | 12:30-14:30  | 2 hrs      | Webinar    |
| Onboarding | Portfolio Building                        | 12:30-14:00  | 1 hr 30    | Webinar    |
| Module 1   | Start Point Self-Assessment               | Flexible     | Self-paced | Assessment |
| Module 1   | Project Management Fundamentals Webinar   | 09:30-11:30  | 2 hrs      | Webinar    |
| Module 1   | Project Management Fundamentals Workshop  | 13:30-17:00  | 3 hrs 30   | Workshop   |
| Week 10    | Project Management Fundamentals Portfolio | Flexible     | Self-paced | Submission |
| Module 2   | Project Synergy Webinar                   | 12:30-14:30  | 2 hrs      | Webinar    |
| Module 2   | Prevent                                   | Flexible     | Self-paced | Assessment |
| Module 2   | Project Synergy Workshop                  | 13:30-17:00  | 3 hrs 30   | Workshop   |
| Module 2   | Presentation Skills Webinar               | 13:30-15:30  | 2 hrs      | Webinar    |
| Week 18    | Project Synergy Portfolio                 | Flexible     | Self-paced | Submission |
| Module 3   | Data & Compliance Webinar                 | 09:30-11:30  | 2 hrs      | Webinar    |
| Module 3   | Data & Compliance Workshop                | 12:30-16:00  | 3 hrs 30   | Workshop   |
| Week 26    | Data & Compliance Portfolio               | Flexible     | Self-paced | Submission |
| Module 4   | Planning for Success Webinar              | 09:30-11:30  | 2 hrs      | Webinar    |
| Module 4   | Mid-Point Self-Assessment                 | Flexible     | Self-paced | Assessment |
| Module 4   | Planning for Success Workshop             | 09:00-12:30  | 3 hrs 30   | Workshop   |
| Module 4   | Project Report Webinar                    | 14:30-16:30  | 2 hrs      | Webinar    |
| Week 34    | Planning for Success Portfolio            | Flexible     | Self-paced | Submission |
| Module 5   | Delivering Results Webinar                | 13:30-15:30  | 2 hrs      | Webinar    |
| Module 5   | Delivering Results Workshop               | 09:00-12:30  | 3 hrs 30   | Workshop   |
| Week 42    | Delivering Results Portfolio              | Flexible     | Self-paced | Submission |
| Module 6   | Optimising Resources Webinar              | 09:30-11:30  | 2 hrs      | Webinar    |

Example learning plan | Dates and joining details are confirmed in the Hub

|          |                                                        |             |            |            |
|----------|--------------------------------------------------------|-------------|------------|------------|
| Module 6 | Optimising Resources Workshop                          | 09:00-12:30 | 3 hrs 30   | Workshop   |
| Week 49  | Optimising Resources Portfolio and Mock Project Report | Flexible    | Self-paced | Submission |
| EPA prep | EPA Introduction                                       | 14:30-16:30 | 2 hrs      | Webinar    |
| EPA prep | End Point Self-Assessment                              | Flexible    | Self-paced | Assessment |

## Learning activities and module structure

### Module 1: Projects in your environment - governance and methodologies

**Development time: 48 hours | Duration: 8 weeks | Deadline: Week 10**

- Induction and portfolio-building sessions
- Prevent training and start-point self-assessment
- Pre-reading, webinar and workshop
- Professional Portfolio 1 submission

### Module 2: Project Synergy

**Development time: 48 hours | Duration: 8 weeks | Deadline: Week 18**

- Module introduction and Hub learning
- Pre-reading, webinar and workshop
- Presentation Skills webinar
- Professional Portfolio 2 submission

### Module 3: Data & Compliance

**Development time: 48 hours | Duration: 8 weeks | Deadline: Week 26**

- Pre-reading, webinar and workshop
- Professional Portfolio 3 submission

### Module 4: Planning for Success

**Development time: 48 hours | Duration: 8 weeks | Deadline: Week 34**

- Mid-point self-assessment
- Pre-reading, webinar and workshop
- Professional Portfolio 4 submission

### Module 5: Delivering Results

**Development time: 48 hours | Duration: 8 weeks | Deadline: Week 42**

- Scope management learning
- Risk, issues and quality learning
- Professional Portfolio 5 submission

### Module 6: Optimising Resources

**Development time: 42 hours | Duration: 7 weeks | Deadline: Week 49**

- Schedule management learning
- Procurement and resource management learning
- Professional Portfolio 6 and Mock Project Report submissions

## Using the Hub

The Hub is BPP's online learning environment. Learners should use it for programme information, learning resources, live-session links, recordings and confirmed deadlines. The Hub remains the definitive source where information differs from this example plan.

## Completion, Gateway and end-point assessment

- Gather workplace evidence, feedback and witness testimonies to refine the Showcase Portfolio.
- Complete a mock EPA, including the Mock Project Report presentation.
- Finalise the Project Scoping Document and attend the Gateway Review.
- During EPA, complete the Project Report, presentation and Q&A, and Professional Discussion.