

LEVEL 4 APPRENTICESHIP STANDARD

ASSOCIATE PROJECT MANAGER

DISCOVER THE **PROFESSIONAL SERVICES** PATHWAY

Our Professional Services pathway incorporates qualifications that align with core business areas that are pivotal to the success of organisations across the UK. Discover progression opportunities from level 2 through to level 5 in areas including project management, HR, coaching and administration.



Delivering confident and effective project managers across industries

The Associate Project Manager Level 4 Apprenticeship prepares individuals for a career in project management. This apprenticeship covers a range of topics, including project planning, risk management, budgeting, stakeholder engagement, and leadership.

Upon completion of the apprenticeship, apprentices will have a deep understanding of project management and will be able to manage projects effectively in a variety of settings, including construction, IT, marketing, and finance. They will also be equipped with the skills and knowledge to develop project plans, manage budgets, monitor risks, and communicate effectively with stakeholders.

As an Associate Project Manager, they will have a crucial role in ensuring that projects are delivered on time, within budget, and to the satisfaction of clients and stakeholders. They will also be able to lead and motivate teams, adapt to changing circumstances, and implement best practices in project management. With these skills, they will be able to progress to more senior roles within their organisation or pursue further training in project management.



Kelly Chamberlain
Trainer

A quick word from our Professional Services Trainer, Kelly Chamberlain, about the Associate Project Manager Level 4 Apprenticeship.



watch a video



Project Management
Qualification
Accredited Training
Provider



Project Fundamentals
Qualification
Accredited Training
Provider



Level 4



12+ months

Approximate on-programme training
(does not include EPA period)



£0 to £350

Maximum cost for non-levy employers and micro-businesses



£7,000

Maximum cost/funding for levy employers



Professional recognition/membership with the **Association for Project Management.**

Option to complete **Project Management Qualification (PMQ)** after the Apprenticeship Assessment.



Who it is for and Why it matters

Entry Requirements

A **skills scan** - assess current knowledge and ensure this apprenticeship is the right fit for you. You must also:

- Be aged **16 or over**
- Not be in full-time education
- Live in the UK or EEA and have been resident for the past 3 years
- Have the right to work in the UK
- Be in (or moving into) a suitable job role
- Be willing to complete **Functional Skills**

qualifications during your apprenticeship if required, depending on employer policy, the nature of the qualification, or if you don't already hold the necessary **English and Maths** qualifications.

Final entry criteria may vary depending on the employer's discretion.

For Learners

This programme builds your confidence and credibility as a project manager. You'll learn to manage schedules, budgets, risks and stakeholders while gaining an industry-recognised qualification that supports long-term career progression.

For Employers

This apprenticeship creates capable project managers who deliver real business value.

Apprentices will:

- Apply professional project management techniques in live projects
- Improve efficiency, reduce risks and support successful delivery
- Strengthen stakeholder engagement across functions
- Build capacity within your project delivery teams



Flexible Cohorts:

Choose from joining open national cohorts full of insight from different employers, or establish closed internal cohorts.



Trusted By Major Employers:

We deliver programmes for organisations across the UK, from SMEs to major enterprises.



Clear Progression Pathway:

Progress into further leadership & management, continuous improvement or coaching qualifications.



Direct Manager Involvement:

Quarterly review sessions with line managers ensure skills transfer into measurable organisational impact.



Practical Impact:

Every apprentice applies learning directly to live workplace projects, ensuring measurable organisational benefits.



Tutor Experience:

Our tutors bring knowledge from across diverse industries and major projects.



APM Approved:

As an APM Approved Centre, our apprenticeships align directly with professional project management standards.

Associate Project Manager Apprenticeship

The roadmap below outlines each module and assessment that make up the Level 4 Associate Project Manager Apprenticeship. It shows how knowledge, skills, and behaviours are developed progressively through each stage of learning, building towards successful preparation for the Assessment. Apprentices follow a structured journey that blends project theory, practical application, and workplace projects - developing the confidence and capability to deliver projects successfully from initiation to completion.



Optional PMQ Qualification

After completing the assessment period, apprentices can take their professional development further by achieving the **Project Management Qualification (PMQ)**, awarded by the **Association for Project Management (APM)**.

This optional qualification can be completed in the four weeks following the assessment period, with learners sitting their PMQ exam in week four.

Why complete the PMQ?

- **Professional Recognition:** The PMQ is a highly respected qualification recognised across industries and globally by employers.
- **Enhanced Credibility:** Demonstrates a comprehensive understanding of project management principles, tools, and techniques.
- **Career Progression:** Strengthens your profile for advancement into senior project management or leadership roles.
- **Knowledge Consolidation:** Reinforces the theory and practical skills developed during the apprenticeship.
- **Industry Advantage:** Sets you apart with a dual credential - your apprenticeship and a professional qualification in project management.

Completing the PMQ builds on everything achieved during the apprenticeship, providing a valuable pathway to professional membership and continued career growth within project management.

Programme Module Breakdown

MODULE NAME	MODULE DETAILS
World of projects	<ul style="list-style-type: none">• The important role of projects• Projects vs BAU
Business requirements and objectives	<ul style="list-style-type: none">• Project types• Project governance
Project legislation and regulation	<ul style="list-style-type: none">• The regulatory and legislative requirements which impact on your project
Managing your project stakeholders	<ul style="list-style-type: none">• Communication techniques• Creating a project vision• Working collaboratively using affective stakeholder mapping and engagement
Project Management Tools and Techniques	<ul style="list-style-type: none">• Explore external factors which influence projects• Functional, matrix and project structures• Roles and responsibilities of a project environment• Project Plans• Project Risk and quality audit• Ethical Project practice• Configuration management and change control• Managing resources• Procurement strategies
Managing Project information	<ul style="list-style-type: none">• Aligning project and organisational objectives• Creating a business case• Managing a project's scope• Exploring an overall project schedule• Estimation methods• Managing information within a project
Research and project analysis	<ul style="list-style-type: none">• Learn how to evaluate your projects objectives• Respond to challenges around sustainability and net zero• Earned Value Management• Managing your budget• Risk Management Plans

Remote Delivery

Many of our professional services, leadership, and sustainability programmes are available for fully remote delivery. This ensures learners across the UK can access expert trainers and interactive sessions with consistency and flexibility - all while minimising disruption to their work and schedules.



Interactive

Live virtual sessions with group discussions and collaboration



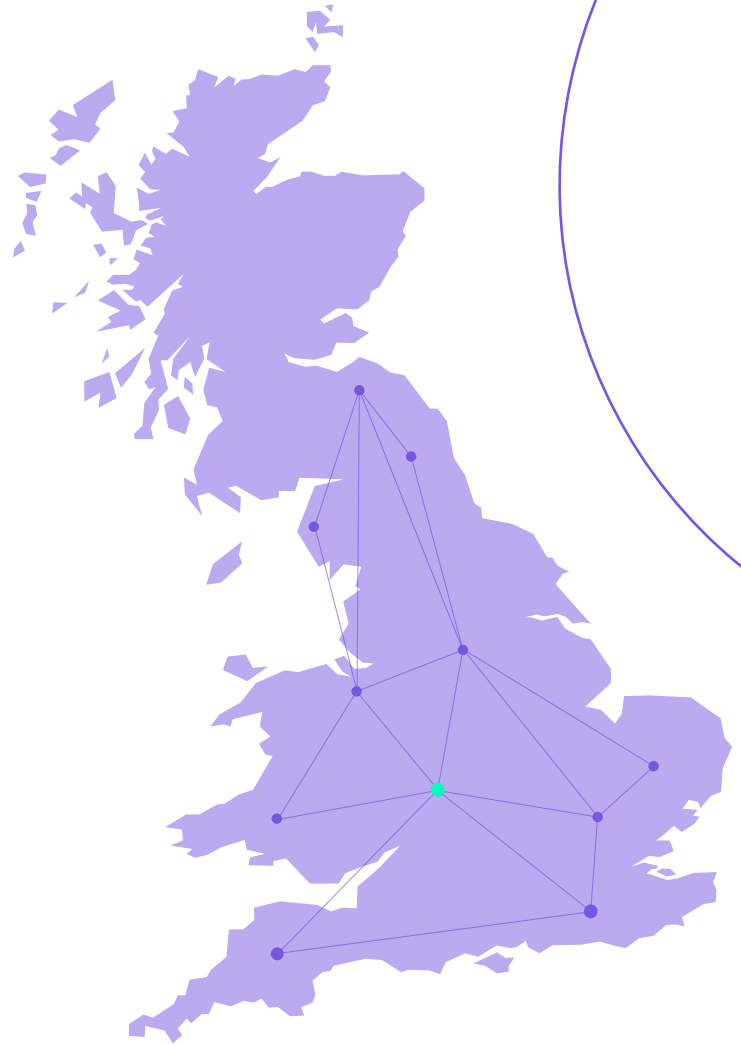
Accessible

Join from anywhere, ideal for national teams and flexible working



Consistent

Same high standards, delivered by industry-expert tutors



In-Person **Impact**. Remote **Reach**. One Standard of **Excellence**.

Open national cohorts will have remote delivery of masterclasses and sessions. Option for employers with closed cohorts to have in person masterclasses at our centres or employer sites.

Enrolment & Onboarding

Getting Started with GLP Training

At GLP Training, we keep enrolment simple and supportive - helping every candidate and employer get set up quickly and confidently. We already work with many of the UK's leading employers, so if your organisation is partnered with us, much of this process may already be complete.



Testimonial

"Onboarding and welcome was friendly and approachable. Masterclasses were valuable, in both content, delivery and flexibility with dates, which was followed up with great tutor support, advice and encouragement throughout."

Richard Page
Associate Project Manager
Apprenticeship



For answers to Frequently Asked Questions, please scan the QR code below.



Step 1: Employer Agreement

A partnership agreement is confirmed between GLP and your employer to set up the apprenticeship.

This includes:

- Funding confirmed via the Digital Apprenticeship Service (DAS)
- Insurance and compliance documents
- Approvals from HR, Line Manager, and apprentice

Step 2: Role Suitability

Both apprentice and employer complete a role overview and skills scan to confirm the role offers the right opportunities to apply learning in practice.

Step 3: Initial Assessments & Systems Setup

Before learning begins, apprentices complete key onboarding assessments:

- **BKSB** – English and Maths initial assessments
- **Cognassist** – identifies individual learning styles and strengths
- **Bud** – your online learning system for progress tracking, resources, and tutor feedback

These ensure learning is personalised and all systems are ready for day one.

Step 4: Onboarding & Induction

You'll meet your tutor for an induction session covering:

- Programme structure and key milestones
- How to use Bud to record progress
- Off-the-job learning time and expectations
- Support available throughout your journey

From here, your apprenticeship begins - with everything in place for a smooth and confident start.

Future-proof Your Projects

We run regular intakes for the Level 4 Associate Project Manager Apprenticeship, so your organisation never has to wait long to get started. Whether you're enrolling one apprentice or building a closed cohort, we make the process simple, supportive, and tailored to your needs.

WHAT TO EXPECT

- **Dedicated Account Manager** – a single point of contact to guide you and your apprentices throughout the journey
- **Enrolment Team Support** – handling all administration and ensuring apprentices are set up for success from day one
- **Learning Style Assessment** – every candidate will complete an individual learning style assessment so we can tailor the programme to their individual learning preferences.
- **Guided Onboarding** – step-by-step support for learners and managers through induction, set-up and first modules
- **Ongoing Visibility** – monthly reporting and live tracking to keep you always updated on progress
- **Expert Delivery** - our tutors are experienced industry professionals who combine real-world expertise with proven teaching excellence



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