



Project Delivery and Improvement in Business

| *Level 4 Associate Project Manager
Apprenticeship*

About the *Programme*

Designed for organisations and individuals responsible for delivering projects, improvement, and operational change.

The Associate Project Manager apprenticeship is a workforce capability solution that develops practical project delivery capability across commercial and operational environments — enabling organisations to improve performance, deliver transformation, and strengthen internal capability.

The programme helps you build the confidence and capability to coordinate, plan, support, and deliver projects successfully, applying structured project management techniques in real business contexts.

What the Programme Delivers:

The programme supports you to develop and deliver projects in a structured and effective way, improving operational delivery, strengthening stakeholder engagement, reducing delivery risk, and building long-term organisational capability.

It combines:

- Practical project management skills
- Operational improvement approaches
- Leadership and communication development
- Real-world business application

This supports organisations to deliver controlled, measurable and consistent outcomes when implementing projects.

Programme Structure

A Five-Phase Delivery Model

The programme is delivered through a structured learning journey, progressing through five defined phases that build practical project capability from foundational knowledge through to applied delivery and impact. It prepares you to successfully demonstrate your learning both at End Point Assessment and the workplace.

GETTING STARTED

Build core professional skills, confidence, and understanding of project environments.

PHASE

1

Understanding the Project Environment

Learn project fundamentals, governance, and stakeholder communication.

PHASE

2

Building Operational Excellence

Develop practical planning, delivery, and risk management skills.

PHASE

3

Driving Quality and Transformation

Apply problem solving, performance monitoring, and change approaches.

PHASE

4

Leading Across Systems

Strengthen leadership, collaboration, and cross-team working.

PHASE

5

EPA Success Toolkit / Gateway to Impact

Prepare for End Point Assessment (EPA) and finalise your portfolio of evidence.

EPA

Demonstrate your knowledge, skills, and behaviours through End Point Assessment (EPA).

This structured approach ensures you develop the confidence and capability to support and deliver real-world projects, improve operational performance, and contribute to business transformation.

Key *Facts*

Duration: 15 months plus EPA

Off-the-job hours: 6 hours per week*

Delivery: Our blended delivery model consists of:

- Self-guided online learning
- Recorded Webinars
- Live virtual teaching sessions
- 1:1 coaching and support
- Progress reviews
- Workplace-based project application

Cost:

- **Levy Payers: Zero.** The full cost of the £7,000 apprenticeship is covered by your levy
- **Non-Levy Payers** will pay a proportion of the programme, with the majority paid by government co-contribution. Please refer to the latest funding rules for full information.

Qualifications:

- **Level 4 Associate Project Manager Apprenticeship**

*Recommeneded average to support completion of total OTJ requirement

Entry Requirements

Learners enrolling on this apprenticeship must meet the following criteria:

- Be in employment in a job with responsibilities aligned with the apprenticeship standard
- Have evidence of funding eligibility from their employer
- Hold a GCSE Grade A*-C /9-4; OR a have completed recognised Access Programme or equivalent. Please note:
 - All applicants will undertake an initial assessment in English and Maths competency
 - Applicants must achieve a minimum of Level 1 to demonstrate readiness to study and ensure appropriate support to succeed on programme
- Meet DfE apprenticeship funding residency requirements
- Remain in contracted employment for the duration of the apprenticeship, including EPA

Level 2 English and Maths requirements:

Applicants aged 19+ must evidence GCSE English and Maths passes at grade A*- C/9-4, **OR** have an employer exemption, **OR** commit to completing Functional Skills Level 2 in addition to the programme.

If required, this is provided at no additional cost.

Programme

Phase Overview

Getting Started

MONTH 1

You will be introduced to the apprenticeship and begin developing the core professional skills needed to operate effectively in project environments. This includes understanding programme expectations, building confidence in communication and collaboration, and developing essential professional behaviours.

You will also begin to understand how projects support organisational strategy and performance, exploring how structured delivery contributes to achieving business objectives and creating measurable value.

Phase 1: Understanding the Project Environment

MONTHS 2-4

You will develop a strong understanding of project management fundamentals, including project lifecycles, governance, roles and responsibilities, and stakeholder engagement.

You will learn how projects operate within business environments and how structured approaches support effective decision-making, communication, and delivery. You will begin applying these concepts in your role, understanding how your actions contribute to project success and organisational performance.

This phase builds your understanding of the wider system you operate within and your role in contributing to it.

Programme

Phase Overview

Phase 2: Building Operational Excellence

MONTHS 5-7

You will develop practical project delivery skills, including planning, scheduling, resource coordination, and managing risks and quality.

You will apply these tools and techniques within real business environments, supporting operational delivery, improving efficiency, and helping teams meet performance targets. These will support you to take greater ownership of project activity, strengthening consistency, accountability, and control.

Phase 3: Driving Quality and Transformation

MONTHS 8-10

You will develop your ability to critically assess project performance, manage risks and issues, and apply structured problem-solving approaches.

You will analyse data and performance trends, identify opportunities for improvement, and contribute to transformation initiatives.

This phase focuses on developing your ability to make informed judgements and support changes that improve both project outcomes and organisational performance.

Programme

Phase Overview

Phase 4: Leading Across Systems

MONTHS 11-13

You will build your ability to influence and collaborate across teams, functions, and organisational boundaries, recognising the complexity of modern delivery environments.

You will work with a range of stakeholders, support cross-functional initiatives, and contribute to projects that impact multiple areas of the business.

This phase develops your confidence to operate beyond task delivery and add value within wider organisational systems.

Phase 5: EPA Success Toolkit / Gateway to Impact

MONTHS 14-15

In the final phase, you will consolidate your knowledge, skills, and behaviours and apply them within real workplace and assessment contexts.

As part of the assesement you will produce a portfolio of evidence, complete a workplace project, and prepare for End Point Assessment.

This phase ensures readiness for both the professional discussion and project presentation, supported by reflective practice and structured preparation.

Programme

Assessment

End Point Assessment

MONTHS 15-20

At the end of the programme, you will have up to 5 months to complete your End Point Assessment (EPA), where you demonstrate your knowledge, skills, and behaviours through real workplace application.

The EPA is designed to assess your ability to apply Project Management principles in a practical organisational context. You will demonstrate how you contribute to project planning, engage stakeholders, and deliver initiatives that create measurable organisational impact.

You will complete:

- A work-based project or initiative, demonstrating your ability to work with stakeholders, apply structured approaches, and contribute to successful project outcomes.
- A presentation with questioning, where you communicate your approach, insights, and outcomes
- A professional discussion, supported by a portfolio of evidence developed throughout the programme

The EPA provides clear evidence that you can operate as an Associate Project Manager, supporting consistent, controlled, and effective project delivery within a business environment.



Ready to
take the next step?

Contact us

For enquiries:

degreeapprenticeships@arden.ac.uk

T: 02476 515700

and choose the option for apprenticeships

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