Apprenticeship Programme Guide

BSc (HONS) PROJECT MANAGEMENT

Degree Apprenticeship

Apprenticeship standard:
Project Manager
(Integrated Degree)

QA is one of the UK's leading tech talent and training organisations. Specialists in technology, we provide a comprehensive suite of talent and training services helping individuals and companies to be winners in the digital revolution.

WHO ARE WE AT QA DEGREE APPRENTICESHIPS?

We're passionate about supporting our learners in fulfilling their potential, arming them with the skills to achieve their career aspirations.

Working in partnership with universities, colleges and education specialists in the UK, we recruit, market and deliver a range of programmes from undergraduate to postgraduate degrees Level 7 qualifications.

3,000+
students studying with us and our partners

4
intakes throughout the year for Degree & Higher Apprenticeships

Providing **in-demand skills** in Cyber, IT, Software Development, Data, Digital Marketing, Project Management and AI

Helping you retain talent and **build capabilities** by supporting learner evolution from level 3 to 7

Blended learning that enables learners to develop further and deliver faster

Interactive portals, real time dashboards and **alerts** enable you to efficiently track learner progress

CONTENTS

INDUSTRY STATS

83% of senior financial decision makers polled agree that offering formal training beyond the basic functions of a job has a positive effect on people's performance at work – despite more than a quarter (26%) of businesses not offering any training in the last 12 months.

Currently, **nine in 10** organisations admit they have a shortage of digital skills.

Open University, 2019

Nearly **3.3 billion** of unspent apprenticeship levy has been returned to the UK Treasury.

Financial Times (ft.com)

90% of apprentices stay with the same employer after completing an apprenticeship.

National Apprenticeship Service (NAS) Data

Approximately **42%** of apprentice starts in 2022/23 were by learners aged 25 or over.

explore-education-statistics. service.gov.uk

PROGRAMME OVERVIEW

The BSc (Hons) Project Management Degree Apprenticeship is designed to develop expertise in all aspects of the project management lifecycle - initiation, planning execution and closure - drawing on the latest theory and industry principals.

It will develop well-rounded project professionals with the skills and knowledge to work and lead in project teams. Learners will combine academic studies with work-based reflection, drawing on their unique contexts when exploring topics such as estimation & schedule management, resource planning, goals & benefits analysis, strategic leadership and the management of change.

Overall, this programme will develop the skills and competencies necessary for learners to execute projects efficiently, effectively, on-time and within budget for their organisation and across any sector.

Why choose this course?

Learners flourish under the teaching of experienced lecturers and academics – carefully crafting the future of project managers.

This apprenticeship is closely linked to industry and all learners are entitled to IPMA Level D qualification, and are also eligible to become full members of the APM, upon successful completion of the programme.

What is Professional Practice?

These are self-guided modules that allow learners to tailor the programme to the environment they work in. They are an opportunity to develop project management skills.

Careers

Overall, the relevance and richness of the programme has been ensured by identifying employer needs and opinions. Learners will develop key transferable skills throughout the programme, including:

- Ethical, social, legal and security awareness and data and information analyses
- Communicating ideas in written and oral forms
- The use of appropriate IT tools relevant to project management
- Project management
- Problem-solving abilities
- Enhanced research skills enabling learners to progress, if desired, to an academic or research orientated career
- Independent learning skills enabling learners to take responsibility for their own continued and sustainable professional development

20% off-the-job (OTJ) training

During the apprenticeship, 20% of the learner's working hours should be spent on completing tasks contributing to the apprenticeship.

How exactly the 20% OTJ training is executed in real time will differ for each learner and each employer dependent on circumstances and needs, but in general it can include:

- Completing work on knowledge modules
- Completing work towards a professional qualification
- Shadowing or attending mentoring sessions
- Completing in-house training activities relevant to the programme
- Attending module workshops
- Coaching/mentoring
- Independent research

BSc (Hons) Project Management	
Level	Level 6 - undergraduate degree
Degree award	BSc (Hons) Project Management
Apprenticeship standard	Project Manager (Integrated Degree)
Apprenticeship Certificate	Awarded by ESFA
Degree awarding body	Northumbria University
Tuition fee	Fully funded by employer through the Apprenticeship Levy*
Entry requirements	120 UCAS Tariff points - you can check points using the UCAS Tariff calculator
English language requirements	GCSE English at Grade C, or equivalent
Mode of study	Part-time, blended and work-based learning
Duration	48 months + End Point Assessment (EPA) (typically 6 months)
Assessment methods	Coursework, presentations and work-based portfolio, End Point Assessment
Start date	October, January, April, July
Locations	Real-time live online learning**

*For eligible businesses (refer to page 14)

**Face-to-face learning dependent upon learner numbers and location. Visit the webpage or enquire for more information.

LEVEL 4 MODULES

All modules are core and are worth 20 credits, unless otherwise stated.

Business Environment for Project Professionals

This module will develop learners' knowledge, understanding and skills in areas including the external operating environment, competitive environment, global business environment, internal operating environment and the role and relationship of key organisational functions including human resource management, marketing, finance and accounting and operations.

Principles of Project Planning & Management

The module covers the core concepts, principles and benefits of the project life cycle, including scope definition, estimation & schedule management, resource planning, goals & benefits analysis, deliverable quality management, procurement and review. Such knowledge and skills are particularly beneficial for a career as Project Manager; Team Leader; Business Analyst; and a System Analyst.

Programme Portfolio & Project Management

Learners will explore aspects of 'P3 management', the management of projects, programmes and portfolios. Taught content is constructed around a research-led curriculum (i.e. current knowledge in the field), enabling learners to gain knowledge and develop conceptual understanding around P3 Management, including the relevant approaches available to a practicing project manager.

Learners will also evaluate project management knowledge and competencies, reflect on lessons from project case studies and embrace the necessary ethical and professional standards to potentially attain competence in the future management of P3 projects.

Project Justification & Viability

Through the completion of this module learners will learn how to apply a set of industry-standard project justification and viability techniques that an organisation needs to justify initial and ongoing funding for a project.

As such they will be guided through the fundamentals of concepts, theories, practices and techniques used within a range of different projects needed to justify the viability of the initial and ongoing project.

The module will take learners through the lifecycle of a project starting from an organisation's strategic objectives and business case, through to the project management plan and highlight the theoretical and practical basis for the application of appraisal techniques to determine the viability of a funded project.

Requirements & Stakeholder Management

This module is designed to develop knowledge and skills in requirements and stakeholder management. Learners will also be able to apply this knowledge and skills in your own context, analysing opportunities to create impact and recommend potential future improvements to how their organisation manages the requirements and stakeholder aspects of project management.

Project Management Professional Practice 1 (year-long module)

In this module, you will develop new knowledge and skills in a self-identified aspect of Project Management (relevant to the apprenticeship standard), apply them in your own context, critically analyse the outcome and conduct reflective practice as a means of evaluation.

Working with the module academic team and their employer, the learner will conduct a skills analysis to identify relevant training that can be undertaken. This training can take a number of forms, be it:

- Technical training delivered within the workplace or class environment
- Structured online learning
- A robust research project
- Or, another appropriate form approved by the academic team

Following the completion of the training, the acquired skills will be focused on a specified project or business challenge.

LEVEL 5 MODULES

All modules are core and are worth 20 credits, unless otherwise stated.

Governance and Financial Control of Projects

Through the completion of this module learners will learn how to establish a suitable governance framework for a project which embraces the value systems, responsibilities, processes and policies that will facilitate the realisation of organisational objectives. They will also learn the essential tools which are engaged in the financial assessment of a project from initiation through to close.

Information and Communications Management

This module is intended to develop knowledge and professional experience and skills in information management strategies, challenges of managing information and information and communication technology (ICT) Management, as well as understanding the relationships between organisations, management and the networked enterprise. L

earners will also apply this knowledge and skills in their own context, and recommend potential future improvements for organisations' projects and business processes.

Leading Self and Project Teams

This module is designed to support learners behavioural competence and personal and professional development and will focus specifically on developing core leadership, management and team working skills and understanding the theories, concepts and models that underpin those skills. Additionally they will work on further enhancing their personal effectiveness by focusing on how they work effectively with others, through collaborating, influencing, and negotiating. Developing self-awareness using a range of toolkits and psychometrics will also feature as a key element of this module.

Organisational Change & Risk Management

This module is designed to develop learners knowledge and skills in organisational change and risk management. They will also be able to apply this knowledge and skills in your own context, analysing opportunities to create impact and recommend potential future improvements to how your organisation manages change and risk.

Project Change Control & Quality Management

Failure to manage project change effectively and deliver projects to the required quality is the single point of failure for large and medium sized public and private projects. Learners will understand how to provide project change controls and quality management techniques that an organisation needs to manage rapid, volatile and continuous change within projects.

Learners will also have the chance to "live" the challenges of managing a project change control problem using a web-based simulation portal environment. This learning model is designed to enable them to rapidly develop new knowledge and skills and apply them to their business and technical challenges.

Project Management Professional Practice 2 - Intermediary Qualification (year-long module)

This module provides an opportunity for self-reflection on current knowledge in relation to learners' abilities to undertake the identified qualification, mapping this to your current professional practice, and academic modules undertaken. Where gaps in knowledge or reinforcement of learning needs are identified this will be used as the basis for a structured training plan which can be undertaken over the course of the module. This training can take a number of forms, be it:

- Technical training delivered within the workplace, or class environment
- Structured online learning
- A mini project
- Alternatively, another appropriate form approved by the academic team.

LEVEL 6 MODULES

All modules are core and are worth 20 credits, unless otherwise stated.

Business Strategy for Project Professionals

This module aims to develop learners knowledge of business strategy as well as their skills and confidence to enable you to engage with, and contribute to, the implementation of an organisation's strategic decisions.

In addition, it aims to develop their methodological and synthesis skills in order to conduct an assessment of the business environment and an evaluation of strategic choices relevant to programmes and projects in your own organisation in accordance with corporate social responsibility and sustainability agenda expectations.

Contemporary Issues in Project Management

Learners will develop their critical knowledge and skills in the current trends of managing projects within the context of the wider evolving business landscape. Project topics will be shaped by trends emerging from the research domain, as these are flowing into industrial practice. Potential topics covered (with a focus on their relevance towards project management) could include:

- Business Intelligence (e.g. Data Analysis and Techniques, Data Mining Systems and Platforms, Decision - Support Systems (DSS) and Business Process Management (BPM))
- Internet of Things (IoT)
- Big Data
- Artificial Intelligence
- Distributed Cloud Platforms

Procurement and Contract Management

This module is designed to develop an understanding of the procurement and contract management function relevant to the project management context. In doing so learners will enhance their critical understanding of contemporary academic and practitioner knowledge and skills required by project and procurement professionals.

You will gain valuable insights regarding the academic theory and the use of specific tools and techniques employed in managing the procurement and contract management function in today's digital environment.

Project Management Professional Practice 3 (year-long module)

Learners will utilise previously developed reflective practice skills and further identify new knowledge and skills in an area related to Project Management (relevant to the apprenticeship standard), with which they can then apply to an appropriate project/challenge in your organisation. These areas of knowledge and skills should support the development of proof-of-concept type applications for new approaches in their organisation, which are not currently standard practice.

Project Management End Point Assessment Work Based Project

This final work-based project is designed to present learners' critical knowledge, academic ability and skill in the field of Project Management. This will take the form of an individually negotiated research project. Successful completion of the project is an essential requirement for their degree award.

Project Management End Point Assessment Professional Review

The end-point assessment (EPA) is the culmination of your apprenticeship and gives learners the opportunity to demonstrate that they have attained the skills, knowledge and behaviours set out on the Project Manager standard. Passing the EPA is a requirement to complete the BSc (Hons) Project Management. There are two parts to the end-point assessment:

- A Work Based Project
- A Professional Review.

ENTRY REQUIREMENTS

Admission onto a Degree Apprenticeship can only take place if applicants are currently employed and once their employer has a training agreement in place with QA.

Applicants must be employed in a relevant role, with the opportunity to apply theoretical concepts directly to their personal and professional work experience.

Standard entry

To be eligible to study for this programme typically candidates will have achieved a Level 3 qualification in a relevant STEM subject. This may include 2 A Levels, BTEC, Diplomas, a related Level 3 Advanced Apprenticeship, or equivalent qualifications.

Non-standard entry

Relevant qualifications and/or work experience will be taken into consideration where the applicant has the judged potential to benefit from the programme.

For more information, visit:

Degree Apprenticeships | QA

English language and Maths requirements

Learners must be able to evidence Level 2, or equivalent, English and Maths before starting their End-Point Assessment.

Learners must not hold an existing qualification at the same or higher level than this apprenticeship in a similar subject.

QA DELIVERY MODEL

Our Degree Apprenticeship delivery methods focus on combining part-time study with work-based learning – providing learners with the right skill sets to advance their careers.

Throughout the programme, learners are also supported by an individual Skills Coach, who helps with applying learning to the workplace. Our Academic Community of Excellence (ACE) Team is also available to help with academic matters outside of the classroom.

As Northumbria University students, learners will also be able to access the full range of learning resources and wider support of the university.

Contact hours per module

36 hours (including workshops and seminars)

Approximate learner independent study time per module

120 hours

Work-based learning time per module

25 hours

For work-based learning, including CPD and work-placed coaching.

Tutor guided independent learning per module

19 hours

LEARNER SUPPORT

The ACE Team

With its huge array of experience in providing guidance to learners, our highly qualified Academic Community of Excellence (ACE) Team, helps learners with writing in academic styles, reading smarter rather than longer, referencing and citing accurately and much more.

Ace Team support:

- One-to-one tutorials
- Online workshops
- Self-access learning materials

Find out more:

Degree Apprenticeships | QA

Digital Learning Consultants

Throughout their degree apprenticeship, learners will be supported by one of our DLCs, who will help with supporting work-based learning activities, reviewing progress and helping them learners their End-Point Assessment which is the final stage of the degree apprenticeship programme.

Workplace Mentors

A Workplace Mentor is appointed by the employer and is typically someone also employed within the business.

The Workplace Mentor will be familiar with the Apprenticeship programme and its workplace requirements.

They will facilitate the workplace learning opportunities to enable the learner to meet the requirements of the Apprenticeship standard.
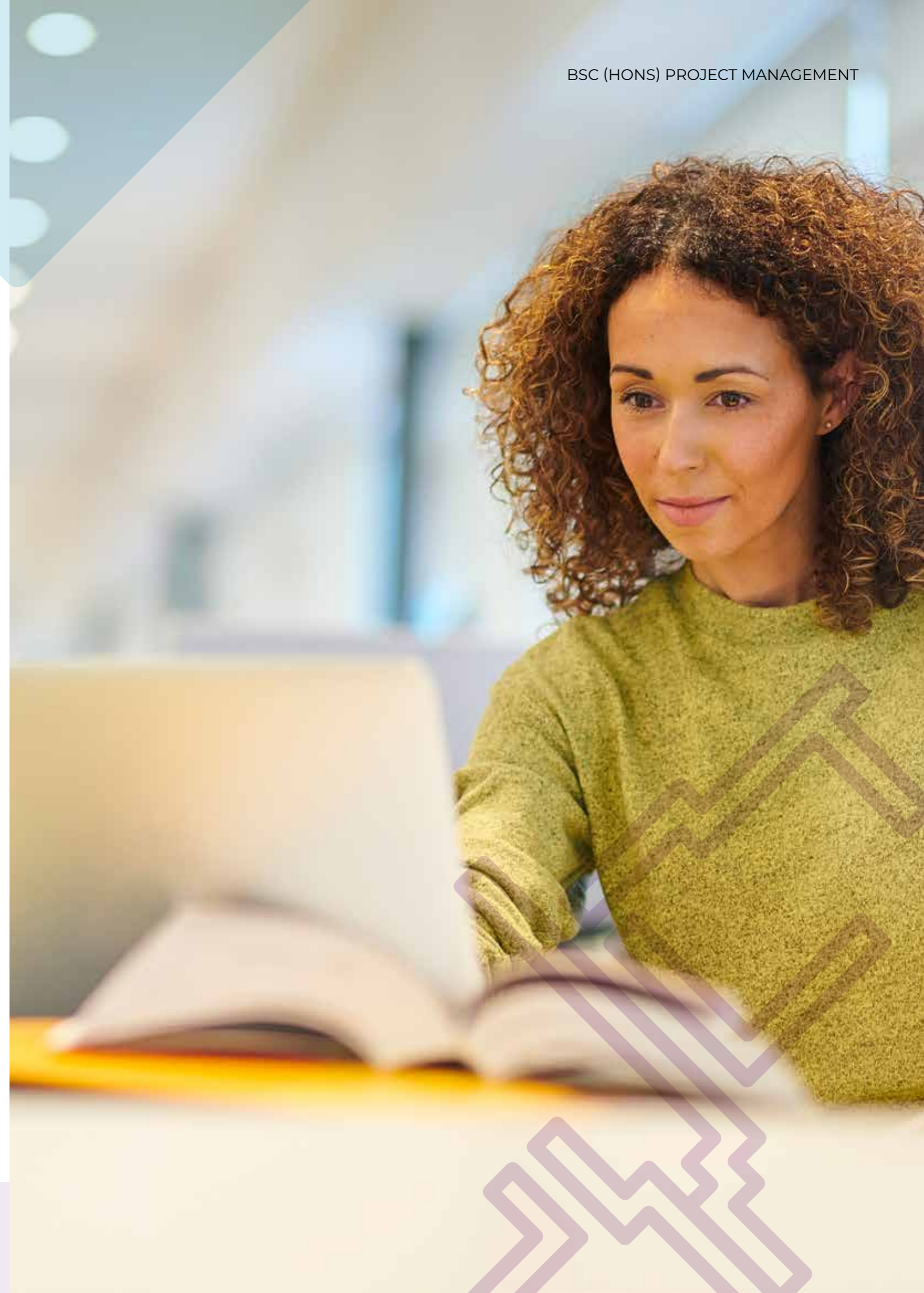
FEES AND FINANCE

There is no cost to the learner as a Degree apprentice. Degree and Higher Apprenticeships are fully funded by the Apprenticeship Levy through the learner's employer.*

If you're an employer, the total funding for the programme is £27,000 for programmes commencing from September 2023

Travel expenses to travel to QA centres should be covered by the employer

All textbooks are provided free of charge as e-books. Any learners wishing to use paper copies will need to pay for these themselves

What about non-levy paying organisations?

Employers that do not accrue their own levy funds still have access to funding but in a different way. Employers are required to cover 5% of the negotiated price of delivery directly to the training provider.

This is often paid in single up front payment. Further conditions apply.

*For eligible businesses

END-POINT ASSESSMENT (EPA)

What is it?

End Point Assessments (EPA) are designed to ensure a learner can prove they have the required knowledge and behaviours to demonstrate competency in their respective job role. EPA requirements are different for each standard. Each apprenticeship has its own assessment plan; details of each specific EPA are within the assessment plan.

EPAs can only start once the employer has agreed that the learner is consistently working at or above the level set out in the standard. This is a mandatory requirement of all apprenticeships along with the evidence of achievement of Level 2 in Maths and English (functional skills). This point is known as 'Gateway' and marks the end of the on-programme activities and the start of the EPA.

Who attends the EPA?

End Point Assessments are conducted in line with EPA Plan requirements and EPA Organisation (EPAO) quality assurance procedures. This will typically be the apprentice and the Independent Assessor (IA), but may also include further independent assessors or EPAO appointed representatives. Learners will be informed ahead of the EPA regarding specific arrangements.

What happens at the EPA?

Again, it depends on the assessment plan but it is common to see a presentation with Q&A, an interview, a professional discussion and occasionally work tasks.

The assessment can take between one hour and two weeks, the assessment plan will provide further information.

Before completing their EPA, learners must have:

- Passed all the other modules in this programme
- Agreement from their employer that they are ready for the EPA
- Completed the e-portfolio
- Completed Level 2 English and Maths qualifications (if not already achieved)

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HOW TO APPLY

To apply for this or another Degree or Higher Apprenticeship course, please complete our enquiry form here: Degree Apprenticeships | QA

One of our account managers will be in touch to discuss your needs and to introduce the onboarding process.

Launch your employees on their learning journey and watch them soar.

FOR MORE INFORMATION, PLEASE CONTACT

0333 060 7701
qa.com/contact

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Apprenticeships

SKILLS FOR LIFE