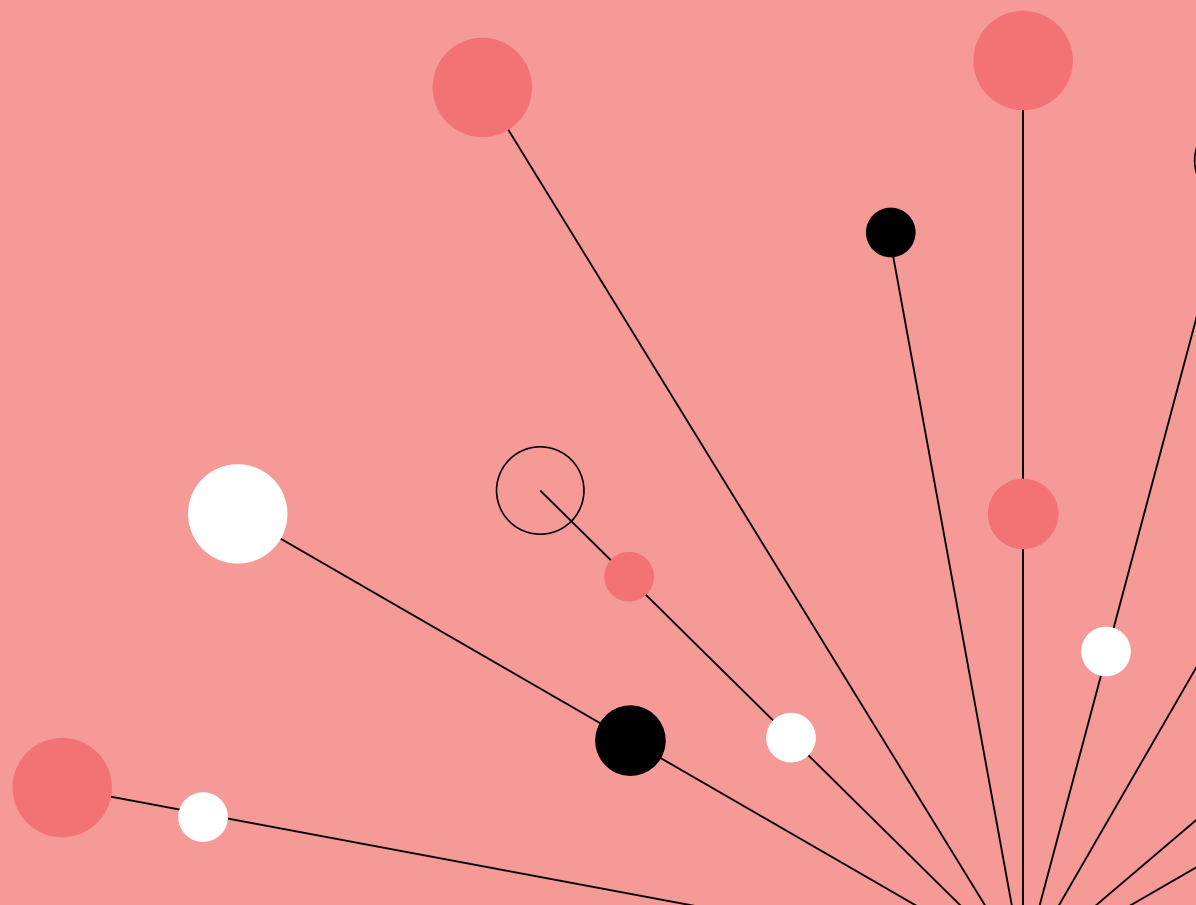


Project Manager

Level 4 Apprenticeship

Programme Guide





Why QA?

Endorsed by 4,000+ global clients, we are the leader in applied and cohort-based learning academies.

Today's biggest technological shifts are shaped by AI, cloud, and data.

In every technology revolution, there are winners and losers – and teams with applied skills make all the difference. We believe you can't change an organisation unless you change the capabilities of its people and ensure human and machine intelligence work together.

Success in numbers:

35+

Years of training experience

1,000+

AI, cloud & coding hands-on labs

40,000+

Careers launched & accelerated

£500M+

Levy spend invested

24 hours

Feedback time for submissions

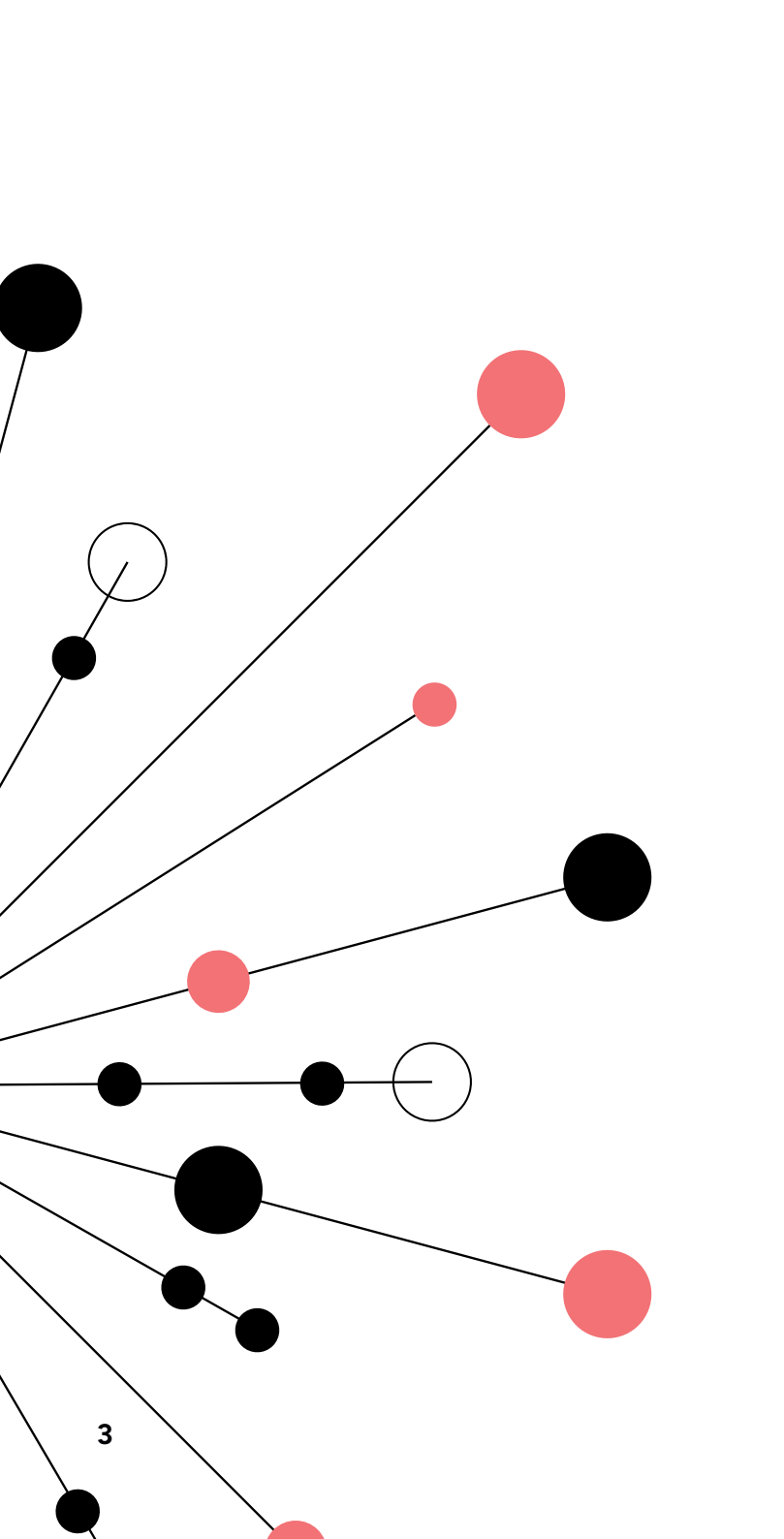
<1 minute

Response time to learner queries



Ready to explore how QA can support you?

Let's dive in!



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Creating Change

Project management turns into ideas and results.

This programme equips your organisation with the critical skills to achieve goals through streamlined project delivery and operational efficiency, effectively managing increasing complexity and scale.

Our apprenticeships drive business results by empowering organisations to apply skills consistently at speed and scale.



Cultural Excellence

Elevate in-house project management standards.



Streamline Execution

Achieve timely, budget-friendly, and high-quality project delivery.

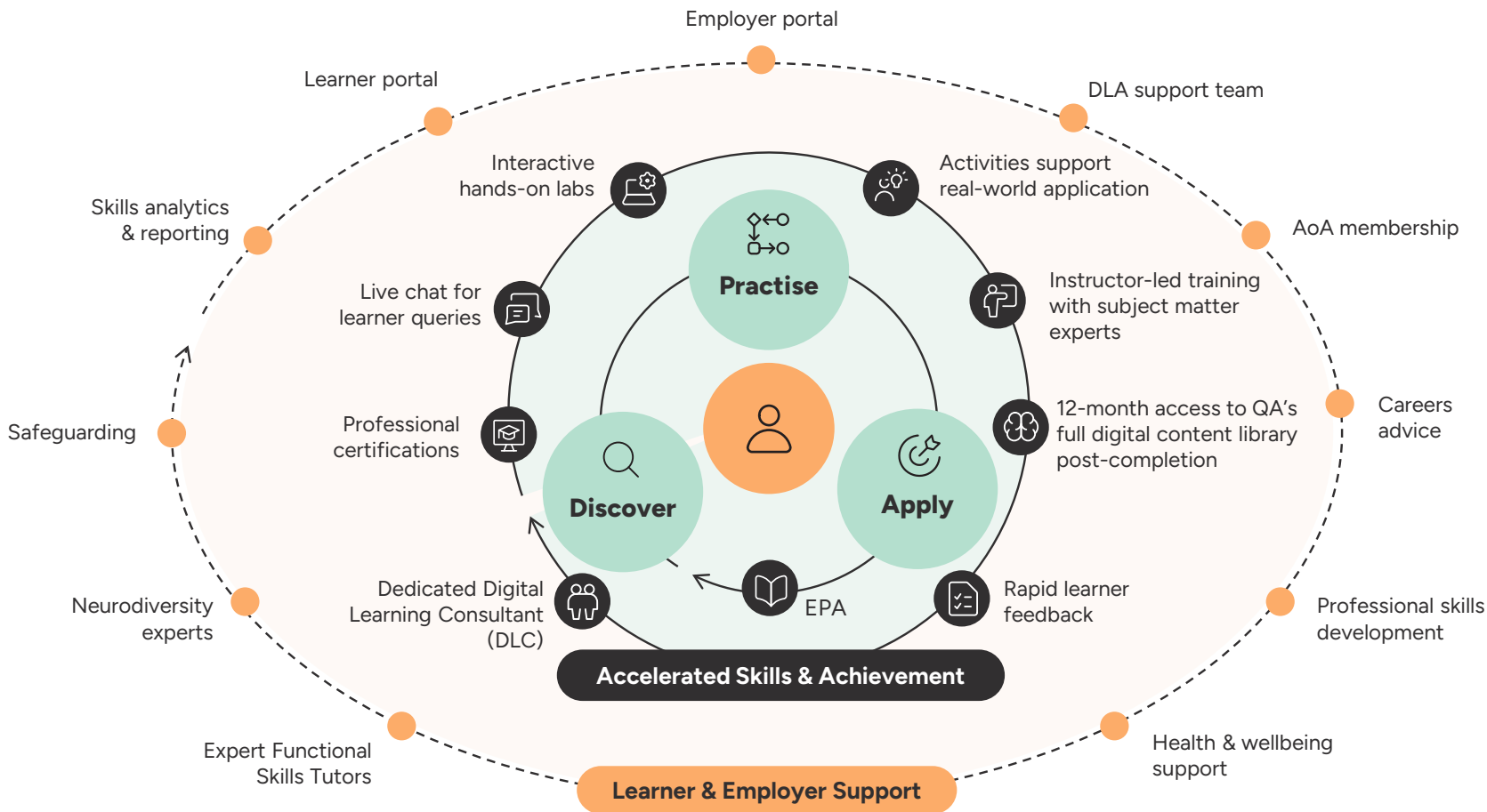


Certified Expertise

Gain certification in PRINCE2 Foundation or APM PMQ.

Digital by Design

Our market-leading approach accelerates skill development and achievement through our **Discover, Practise, Apply** methodology, ensuring that both learners and employers are fully supported throughout their programme.



Discover

Leveraging QA's learning platform, learners follow a development path focused on their job role.



Practise

Learners come together for instructor-led training sessions, practising their skills through hands-on labs and sandboxes in a safe environment while collaborating with peers.



Apply

These practiced learnings are applied on the job through work-based activities at key and sequenced stages, fully supported and reviewed by the specialist DLC team.

Programme Overview



Details of standard: Associate Project Manager



Total cost: £7,000



Programme duration: 18 months



Live instructor sessions: 10 days

Experience QA's self-paced learning platform with interactive labs and configurable learning.



Project and
Stakeholder
Management



Concept,
Business Case,
and Planning



Project Finances
and Budgeting



Digital Tools and
Technology



Risk Management,
Monitoring, and
Quality

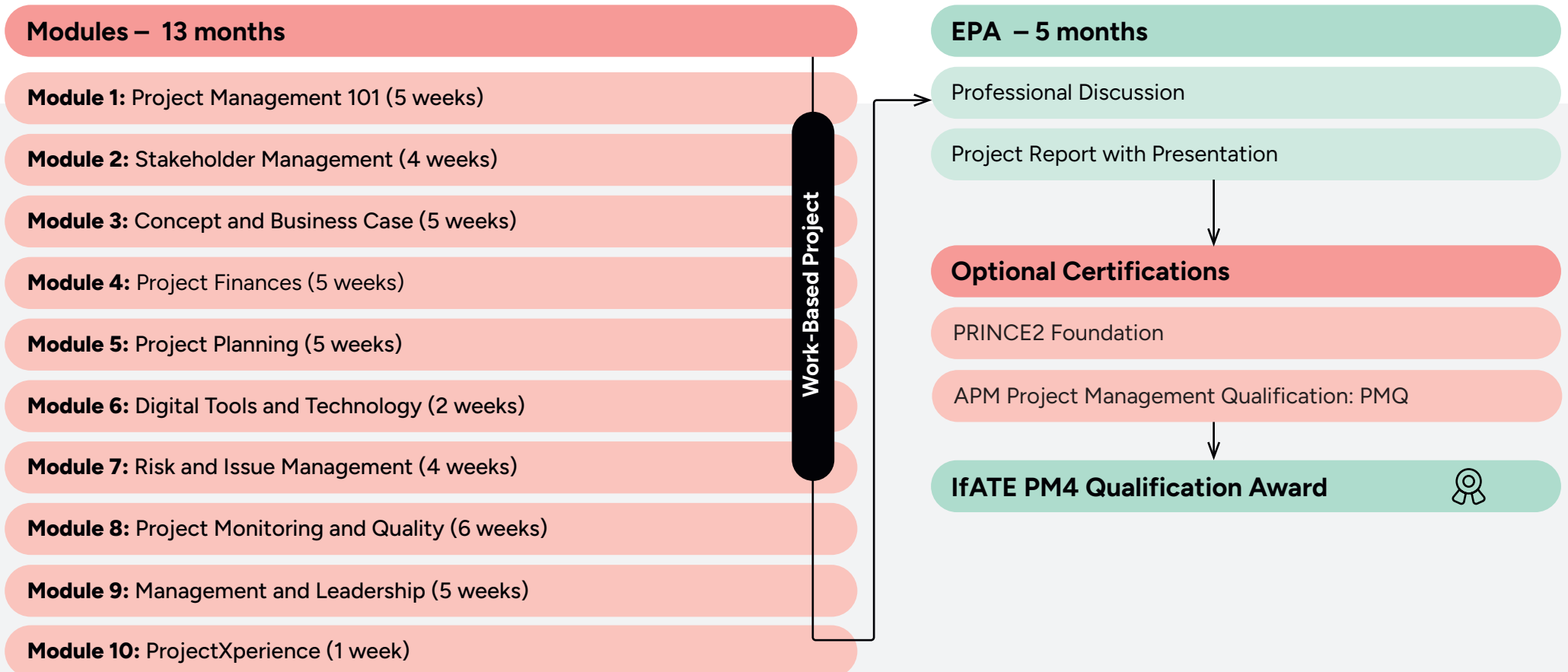


Leadership and
ProjectXperience

Learner Journey

The Project Manager programme integrates live and online workshops with self-paced learning, employing a guided discovery approach for individual learner contexts.

Learners are assigned a Digital Learning Consultant (DLC) for personalised coaching and support. These specialists ensure their successful progress, wellbeing, and readiness for assessments.





Modules

Following each module, learners apply their newly acquired knowledge and skills to ongoing work projects.

01

Module 1: Project Management 101

Introduces project management fundamentals – to deliver successful projects on time, within budget, and to the desired quality.

It explores key frameworks and methodologies such as Waterfall, Hybrid, Agile, and PRINCE2.

Topics:

- Projects vs Business as Usual
- Roles & Responsibilities
- Ethics & Professionalism
- Project Context & Governance
- Agile, Hybrid & Waterfall Project Management
- Project Management Frameworks & Methodologies

Live Instructor Sessions: 1 Day

02

Module 2: Stakeholder Management

Examines effective stakeholder management and engagement – focusing on navigating evolving project dynamics, fostering strong relationships and overcoming challenges to achieve project success.

Topics:

- Identifying Key Stakeholders
- Stakeholder Influence & Interests
- Communication Techniques
- Collaboration & Best Practices
- Managing Stakeholder Impact
- Strengthening Relationships

Live Instructor Sessions: 1 Day

03

Module 3: Concept and Business Case

Covers essential elements of building a business case centered on project outputs and comparing key concepts, comparing key concepts from initial stages to meet project requirements.

Topics:

- Concept Phase
- Data in the Business Case
- Defining Project Scope
- Integrating Project Management Components
- Governance Process
- Improvement Initiative or Update Existing Workplace Project

Live Instructor Sessions: 1 Day

04

Module 4: Project Finances

Explores budget development – with financial performance monitoring, procurement, and contract management, with a focus on cost-effectiveness and sustainability.

Topics:

- Estimating Methods
- Project Budget
- Financial Monitoring & Reporting
- Contractual Management & Procurement
- Ethical & Sustainable Considerations

Live Instructor Sessions: 1 Day

05

Module 5: Project Planning

Focuses on creating a project plan with a defined scope and schedule, including work breakdown structures, network diagrams, and key elements like float, critical path, and resource requirements.

Topics:

- Project Management Plan
- Resource Allocation & Histogram
- Project Scheduling
- Integrated Schedules
- Information Management

Live Instructor Sessions: 1 Day

06

Module 6: Digital Tools and Technology

Exposure to software and digital tools designed to enhance productivity and support project objectives – focusing on data literacy, visualisation, and AI integration.

Topics:

- Digital Tools
- Project Management Software & Technology
- AI & Emerging Technologies
- Data Literacy & Visualisation

Live Instructor Sessions: 1 Day

07

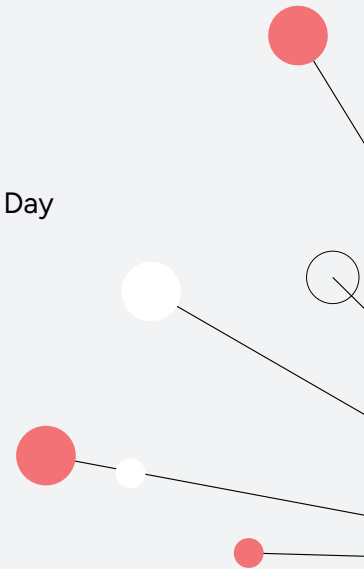
Module 7: Risk and Issue Management

Covers risk identification and analysis within projects, response strategies, and using data-driven insights to mitigate threats and ensure project success.

Topics:

- Risk Management Process
- Risk Identification & Analysis
- Risk & Issue Management
- Reporting Risks & Issues
- Data-Driven Decision Making

Live Instructor Sessions: 1 Day



08

Module 8: Project Monitoring and Quality

Explores project change management, monitoring, quality control, performance interpretation, audits, success metrics, and integration of net-zero sustainability goals.

Topics:

- Information Management
- Change Control
- Quality Standards
- Progress Monitoring & Reporting
- Project Reviews
- Quality Control
- Project Sustainability

Live Instructor Sessions: 1 Day

09

Module 9: Management and Leadership

Examines key management and leadership skills to effectively execute project plans and navigate the entire project lifecycle.

Topics:

- Leadership Styles
- Management Skills
- Conflict Resolution
- Negotiation Techniques
- Transition Stage

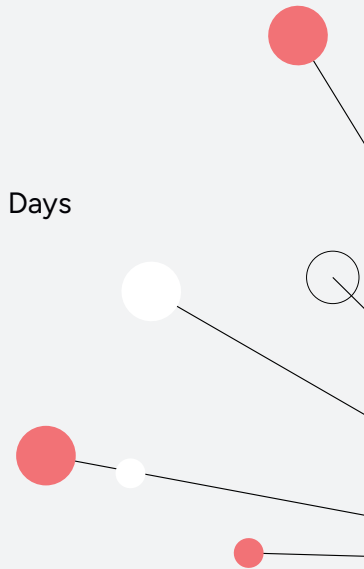
Live Instructor Sessions: 1 Day

10

Module 10: ProjectXperience

Provides an immersive workshop that consolidates the project lifecycle and provides hands-on experience managing projects for a holistic understanding of project delivery.

Live Instructor Sessions: 2 Days



Tools and Technologies

Communication and Collaboration

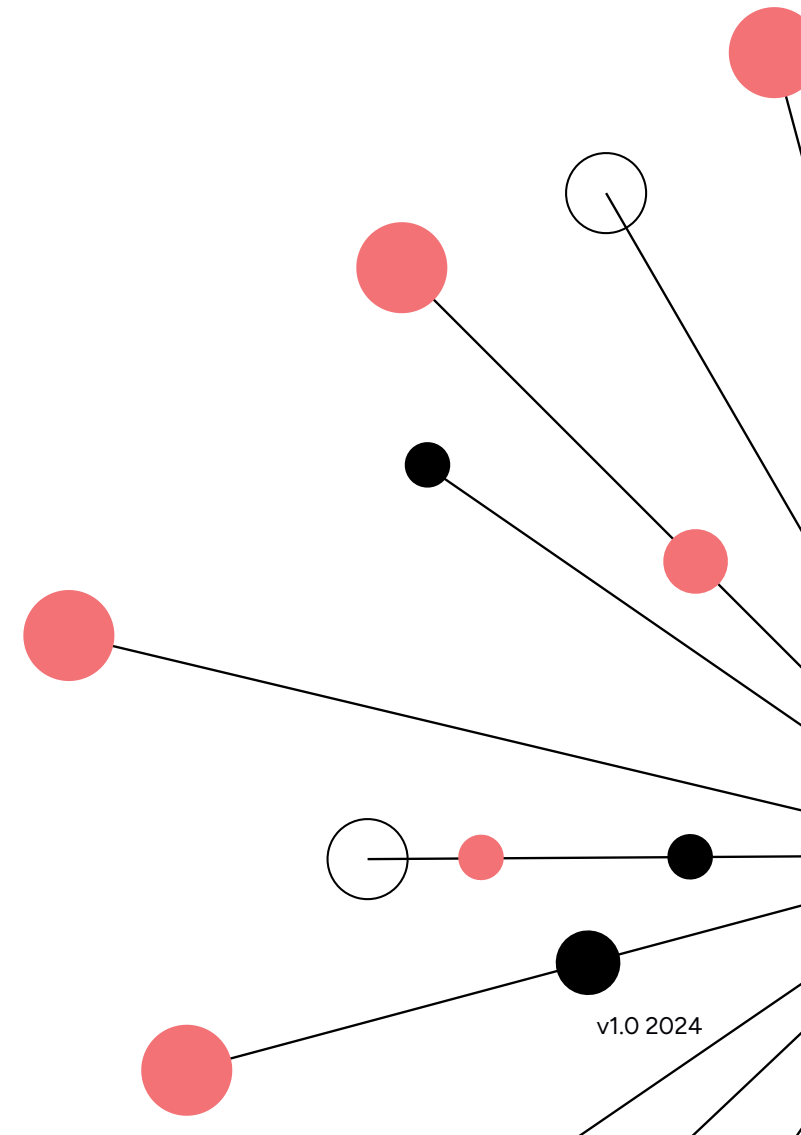
- Trello
- Slack
- Monday.com

Project and Task Management

- Jira
- Asana
- Microsoft Project

Budgeting and Data Visualisation

- Microsoft Excel
- Power BI



End-Point-Assessment

We ensure all learners are fully prepared for their End-point-Assessment (EPA) through our internal gateway process, maximising their success rates.

Assessment criteria:

01

Knowledge

Ability to convey knowledge effectively.

02

Skills

Demonstrate practical skills with confidence.

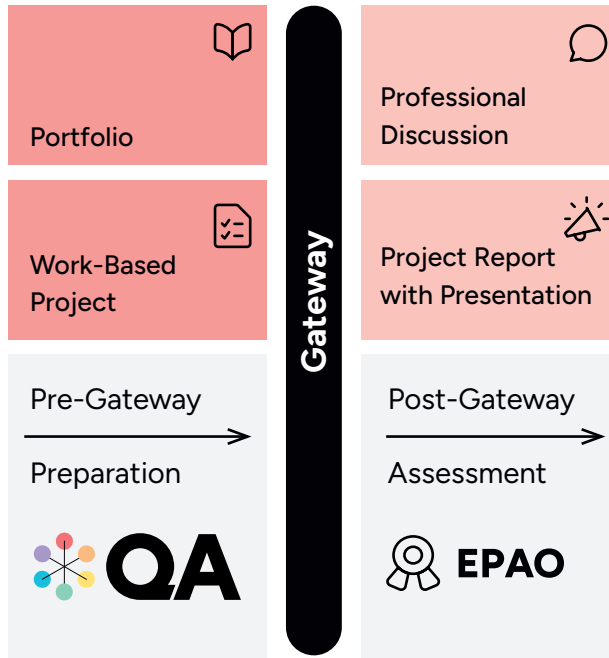
03

Behaviour

Exhibit professional workplace behaviour.

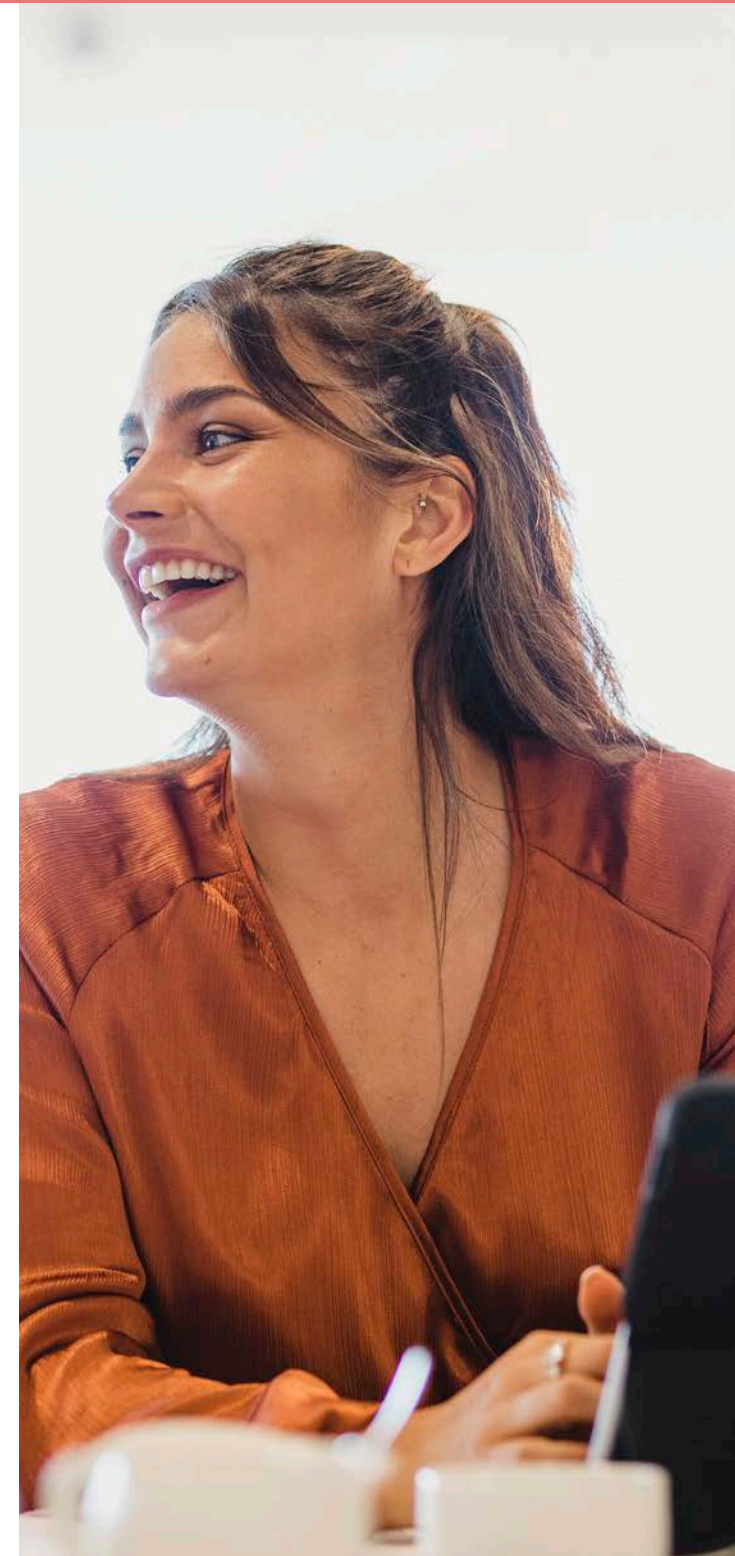
Explore the detailed assessment criteria within the **Associate Project Manager standard**.

EPA process:




Professional Discussion: Engage in a formal two-way conversation to showcase knowledge, skills, and behaviours.

Project Report with Presentation: Prepare a project report, demonstrate achievements and knowledge, and participate in a Q&A.



Ready to partner with us?

Let's talk:

 0113 220 7150

 qa.com/contact

