

Apprenticeship Overview

KEY INFORMATION

Content:

- Project planning and scheduling
- Risk and issue management
- Stakeholder communication and engagement
- Resource and budget management
- Project governance and reporting
- Quality and assurance processes
- Delivering project objectives and outcomes

Delivery:

- Training period 18 months.
- Online group workshops x 7
- Online one to one tutorials.
- Assignments & activities to prepare for end point assessment.

End Point Assessment:

- Completed within 1-3 months with 2 elements:
- Project report presentation.
- Professional discussion.

Cost:

This apprenticeship can be funded using: Apprenticeship levy/Government co-investment.

Who is the apprenticeship suitable for?

- Develop the skills and knowledge required to support the successful delivery of projects across a wide range of sectors. This apprenticeship helps organisations plan, manage and deliver projects that achieve business objectives.
- This apprenticeship is ideal for individuals who:
 - Work within project teams or support project delivery
 - Have responsibility for planning, organising or coordinating project activities
 - Want to develop a career in project management
 - Are looking to build knowledge of project tools, techniques and methodologies
- Apprentices typically work across a range of industries and interact with internal and external stakeholders including clients, suppliers and project teams.
- We will check every individual applicant's eligibility and suitability through our comprehensive initial assessment and onboarding process.

How long is the apprenticeship?

- Training will be completed within 18 months. The end point assessment process is completed within 1-3 months.

How is the apprenticeship delivered?

- TSP can enrol apprentices and start a programme in any month.
- Apprentices will be assigned a personal tutor and agree an individualised training plan that details all of the training components, assignments and training activities required to prepare for the end point assessment.
- Seven bi-monthly online group workshops will be provided that will cover key areas of the core and optional knowledge and skills requirements. These sessions are also recorded to provide a useful catch up service.
- Personal tutors will meet with candidates monthly for tutor checkpoints, providing support, monitoring and collecting evidence of the completion of the training activities that are set at each workshop. This can include online learning, quizzes, assignments, project work, work shadowing and mentoring and a range of other learning activities and revision. These are examples of what is termed 'off the job training' and in line with this standard's allocated off the job training hours, it is the case that on average 6 hours of 'off the job training' will take place each week within working hours. Our training plans ensure that this is achieved.

What professional recognition and progression routes can this apprenticeship provide?

- Membership with the Association for Project Management (APM) at student or associate level
- Progression into roles such as:
 - Assistant or full Project Manager.
 - Opportunities to progress to higher-level management roles.

Programme Content

TSP's apprenticeships are underpinned by high quality online training and assessment materials. Our delivery team consists of experienced tutors that provide apprentices with the breadth of support that they need to ensure success. This apprenticeship develops the knowledge, skills and behaviours needed to manage projects from initiation through to completion, ensuring successful delivery of objectives.

Project Management Fundamentals

- Understanding project lifecycle phases
- Project governance and structures
- Roles and responsibilities within project teams

Leadership & Team working

- Working effectively within project teams
- Supporting team performance and delivery
- Communicating project objectives clearly

Risk, Issue & Quality Management

- Identifying and managing project risks and opportunities
- Responding to issues within governance frameworks
- Supporting quality assurance and continuous improvement



Research, Analysis, Resource & Financial Management

- Analysing project data and performance
- Supporting decision making
- Evaluating outcomes and lessons learned
- Allocating and managing project resources
- Supporting budgets and cost control
- Contributing to procurement and contracts

Customer and Stakeholder Management

- Work effectively with colleagues, suppliers clients and the public.
- Engaging with internal and external stakeholders
- Managing expectations and reporting progress
- Influencing and collaborating across teams

Planning & Scheduling

- Developing project plans and timelines
- Defining scope and deliverables
- Monitoring progress against milestones

Functional Skills & Wider Skills

- If you do not already have a level 1 or level 2 English or Maths qualification, we can provide training to achieve Functional Skills Certificates as part of your apprenticeship.
- We have a responsibility to look after the welfare and wellbeing of our learners and we take our safeguarding responsibilities seriously through our personal tutor team.
- All of our programmes contain content relating to the Prevent Duty and British Values.

We also provide:

Levy Funded Apprenticeship Delivery

- Business, Leadership & Management
 - Business Administration Level 2-3
 - Project Management Level 4
- Customer Experience & Service
 - Customer Service Level 2-3
- FM & Protective Services
 - Facilities Services Operative Level 2
 - Safety, Health and Environment Technician Level 3
 - Facilities Management Level 4
- Passenger Transport
 - Passenger Transport Operations/Management Level 2-4

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