TSP learn

Associate Project Manager Level 4

Develop the knowledge, skills and behaviours to support the successful planning, delivery and management of projects that achieve business objectives.

Level 4 Associate Project Manager Apprenticeship



"Gain the practical project management skills and confidence to turn plans into successful results."

LEVEL	DURATION	DELIVERY	LEVY COST
4	15 months training + assessment	Blended	£7,000

PROGRAMME OVERVIEW

This apprentiesshje develops the knowledge, skills and behaviours needed to support the successful delivery of projects across a wide range of sectors. You'll hem how of plan, manage and achiver projects that achiever business objectives, add value and drive improvement.

Associate Project Managers work across teams, coordinate activities, engage with stakeholders and use project management tools and techniques to deliver effective results.

WHO IS THIS FOR?

Ideal for:

- Individuals who work within project teams or support project delivery
- Those with responsibility for planning, organising or coordinating project activities
- Anyone looking to build their project management knowledge and progress towards a project management career

WHAT'S IN IT FOR YOU?

- Gain a recognised Level 4 qualification
- Build practical project management skills and knowledge
- Learn how to plan, manage risk, resources and budgets
- Improve your confidence to deliver projects that achieve results

QUALIFICATION ACHIEVED

Level 4 Associate Project Manager Apprenticeship

A nationally recognised qualification that demonstrates your ability to support the delivery of projects, apply project management techniques and contribute to successful outcomes.

DELIVERY

6 engaging workshops
Six half day, face-to-face or virtual sessions, combining theory with practical activities tied to your workplace.

Blended learning
Self-paced online content and workplace tasks between sessions, designed to fit around a full working week.

Dedicated personal tutor
1:1 coaching, regular progress reviews and apprenticeship assessment support from day one through to completion.

WORKSHOPS

01 **Leadership Responsibilities, Legislation & Regulation**
Understand your organisation, the marketplace, business principles and policies, and key legislation, regulation and CSR to support responsible project delivery.

02 **Project Management Essentials**
Develop core project management skills, including the project lifecycle, planning, risk management, implementation and reporting, using IT resources effectively.

03 **Relationships, Stakeholders & Communication**
Build strong working relationships, manage stakeholder expectations and use effective communication to keep projects on track and deliver successful outcomes.

04 **Problem Solving & Quality Improvement**
Apply structured problem-solving techniques, including root cause analysis and the Plan, Do, Check, Act model, to resolve challenges and drive continuous improvement in project delivery.

05 **Personal Management**
Improve your personal effectiveness, time management and priortisation, and use the GROW coaching model to support your own development and team contribution.

06 **Finance & Reporting**
Build financial awareness for projects, including budgeting, reporting, procurement, contracts and service level agreements (SLA's), to support informed, effective decision-making.

BUSINESS BENEFITS

- More successful project delivery
- Improved planning and risk management
- Better use of resources and budgets
- Stronger stakeholder engagement
- Greater operational efficiency
- A skilled and confident project support role
- Consistent, high-quality project outcomes
- A pipeline for future project management talent

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