



Module 1 - Introduction

In this module you will start your apprenticeship journey and discuss End Point Assessment (EPA) making sure you understand what that is and what is involved. This will also provide you a good understanding of the requirements for passing this apprenticeship. This session will also touch on knowledge, skills and behaviour that is necessary for you to demonstrate.

Module 2 - Governance

In this module you will understand different types of organisational structures and responsibilities, functions and project phases on different types of projects. This module also focuses on how governance can control and manage the successful delivery of projects. The module you will understand the significance of the project management plan (PMP).

Module 3 - Stakeholder Management

In this module you will understand who stakeholders are in Projects. You will go in depth to understand their perspectives, different interests and levels of influence upon project outcomes. This will provide you a good understanding how to manage stakeholders, taking account of their levels of influence and particular interests. This session will also touch on managing conflicts and negotiations. In this session you will understand how to be effective as part of an integrated team.

Module 4 - Communications

This module focuses on key contexts of a project communication plan and its effectiveness in managing different stakeholders. You will also be introduced to factors which can affect communications such as cultural and physical barriers. You will also understand how to communicate to a variety of audiences. You will understand how working effectively with and influencing others, taking account of diversity and equality. You will have an understanding how to demonstrate behaviours to influence and facilitate effective team performance.

Module 5 - Leadership

In this module you will understand the importance of vision and values of the project and its links to objectives; the ways in which these can be effectively communicated and reinforced to team members and stakeholders. We will explore further Leadership styles, qualities and the importance of motivation on team performance using various models and theories. This session will also consider the characteristics of the working environment which encourage and sustain high performance. You will be able to understand how to demonstrate clear commitment to achieving results and improving performance.

Module 6 - Consolidated Planning

In this module you will understand the purpose and formats for consolidated plans to support overall management, you will be taking account of lessons learnt and how the plans balance fundamental components of scope, schedule, resources, budgets, risks and quality requirements. This session you will understand how to monitor progress against the consolidated plan and refine as appropriate, implementing the change control process where relevant.

Module 7 - Budgeting and cost control

In this module you will be introduced to funding, estimating, overheads; direct costs, indirect costs, fixed costs, variable costs and an overall budget for a project. You will explore tracking systems for actual costs, accruals and committed costs. You will also learn about alternative cost breakdowns to provide for graphical representations, and performance management.

Module 8 - Business case and benefits management

In this module you will be introduced to the preparation and/or maintenance of business cases, including benefits management. You will understand how to contribute to the preparation or maintenance of a business case including achieving required outcomes.

Module 9 - Project scope

In this module you will understand the requirements management, and evaluation of alternative methods to learn from the past to improve delivery. You will also start to learn about project scope change control, baseline change management and configuration management. You will also be introduced to monitor progress against the consolidated plan and refine as appropriate, implementing the change control process where relevant.

Module 10 - Project schedule

In this module we will explore scheduling and estimating for project activities including how they can be quality assessed. You will understand how to progress monitoring and metrics to assess work performed against the schedule. You will also learn how to schedule management methods to evaluate and revise activities to improve confidence in delivery.

Module 11 - Resource management

In this module you will understand how to resource analysis, resource allocation and resource acceptance. You will also be introduced how to develop resource management plans for project activities, acquire and manage resources including commitment acceptance, monitor progress against plans.

Module 12 - Project risk and issue management

In this module you understand the difference between risks and issues. You will understand the importance of the need for and implementation of a risk management plan. You will explore risk management methods and techniques to identify and prioritise threats or opportunities. You will also be introduced to mitigation actions to minimise risk impacts and to optimise benefits by managing opportunities. You will be able to respond to and manage issues within a defined governance structure.

Module 13 - Contract management and procurement

In this module you will explore the nature of contracts, and their implications for contracting organisations. You will understand the procurement processes. You will also consider the legal and ethical means for managing contracts.

Module 14 - Project quality

In this module you understand quality management processes, assurance and improvements. You will learn about the outcomes of a quality management plan, metrics for processes and quality standards. You will be able to develop a quality management plan, manage project assurance. You will understand how to utilise an organisation's continual improvement process including lessons learned.

Module 15 - Project context

In this module you will understand the different contexts in which projects can be delivered, including health, safety, and environment management. You will be introduced to the interdependencies between project(s), programme(s) and portfolio management. You will understand the different project phases and key review points, across project life cycles.

Module 16 - Integrity, ethics, compliance and professionalism

In this module we will explore promoting the wider public good in all actions, acting in a morally, legally and socially appropriate manner. You will also understand how to promote and model the highest standards of professional integrity, ethics, trust and continued development. You will understand the link of integrity, ethics and compliance to the Projects.

Module 17 and 18 will be preparation for End Point Assessment

Some modules may cover over two sessions as they will be more in depth.