





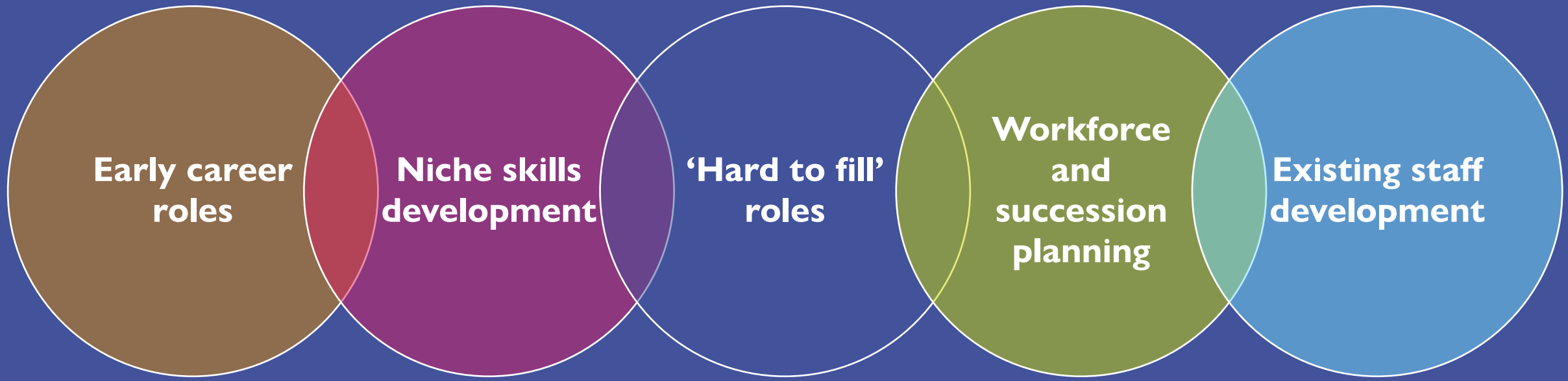
# Level 4 Associate Project Manager Programme

Claire Nicholls
Talent Partner

# Today Session

- How apprenticeships work
- Programme overview
- Delivery model
- Application Process and Key Dates

# When to use an apprenticeship?



# Key information

We are utilising the growth and skills levy to fund this programme

There is no change to existing staff employment contracts or changes to PayScale if you commence an apprenticeship in their current job role

In order for staff to be funded, they will need to be a UK citizen or meet the eligibility for funding, please refer to the funding criteria from Department of Education

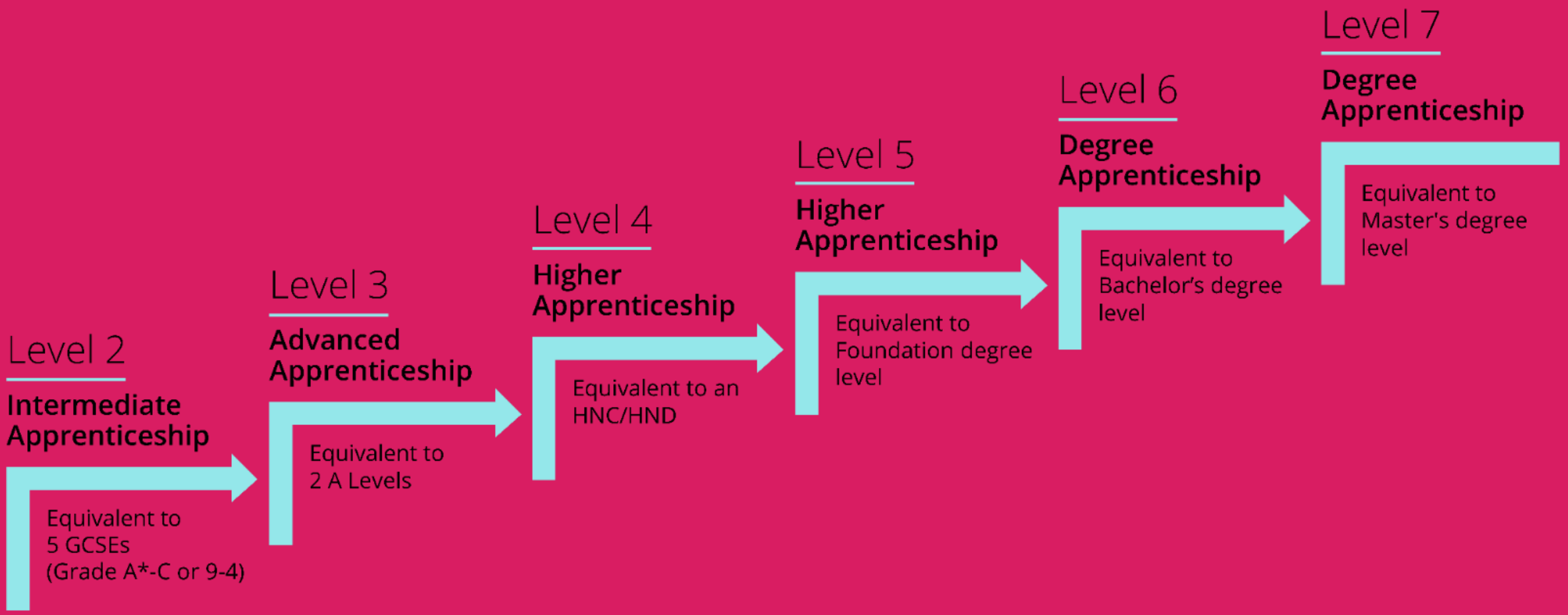
You have to dedicated 20% of your working week to this (6-8 hours), it does not have to be all in one day. This is a mandatory in order to meet the funding requirements and conditions of the programme

5% of Warwick staff undertaking an apprenticeship work part time. Typically between 30-35 hours. Any working pattern under 30 hours, we can discuss with the training provider to see if it is possible with the timetabling

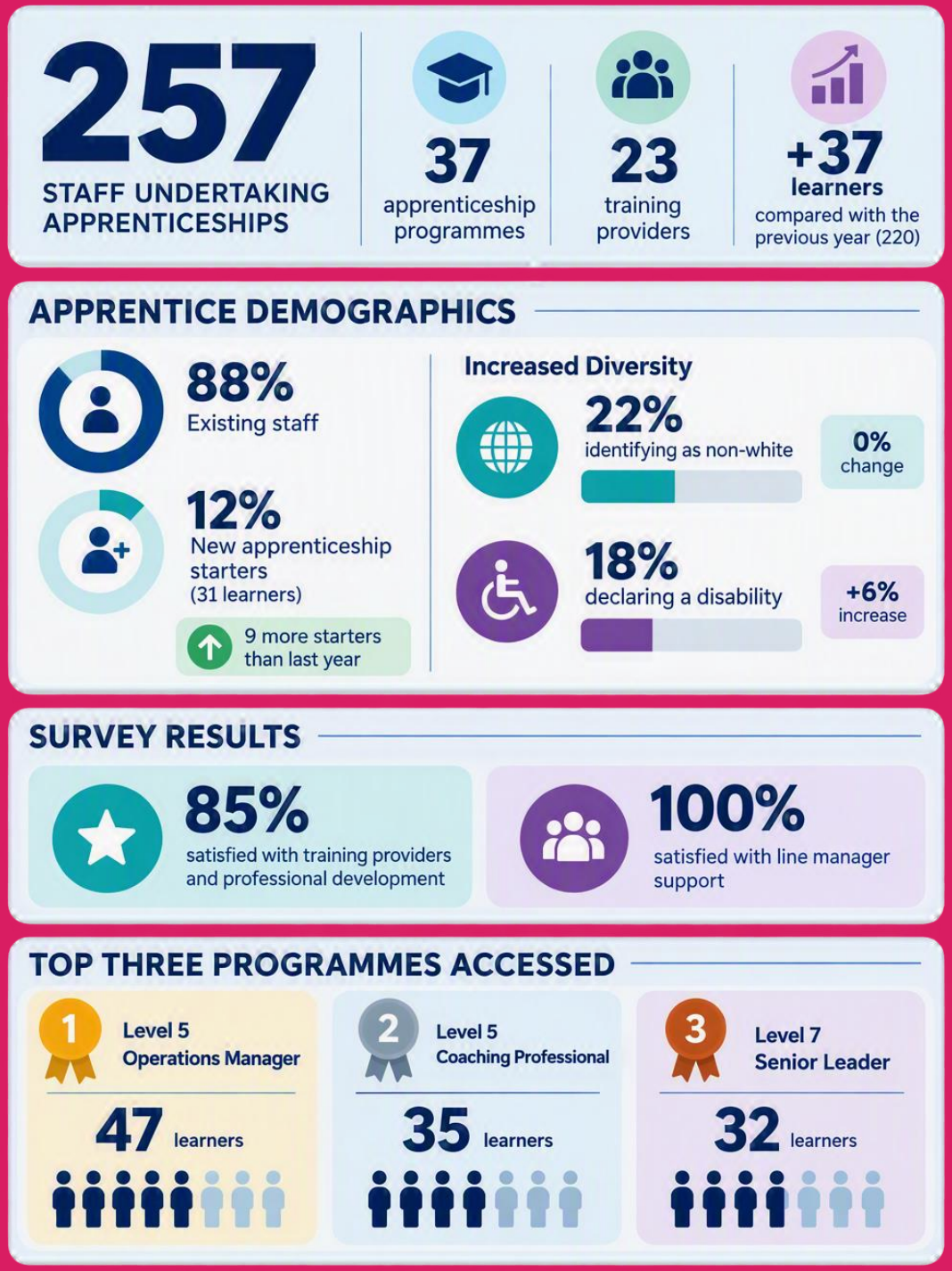
We are working with an external provider: QA to deliver these programmes

There will also be some elements delivered by our Talent & Development team

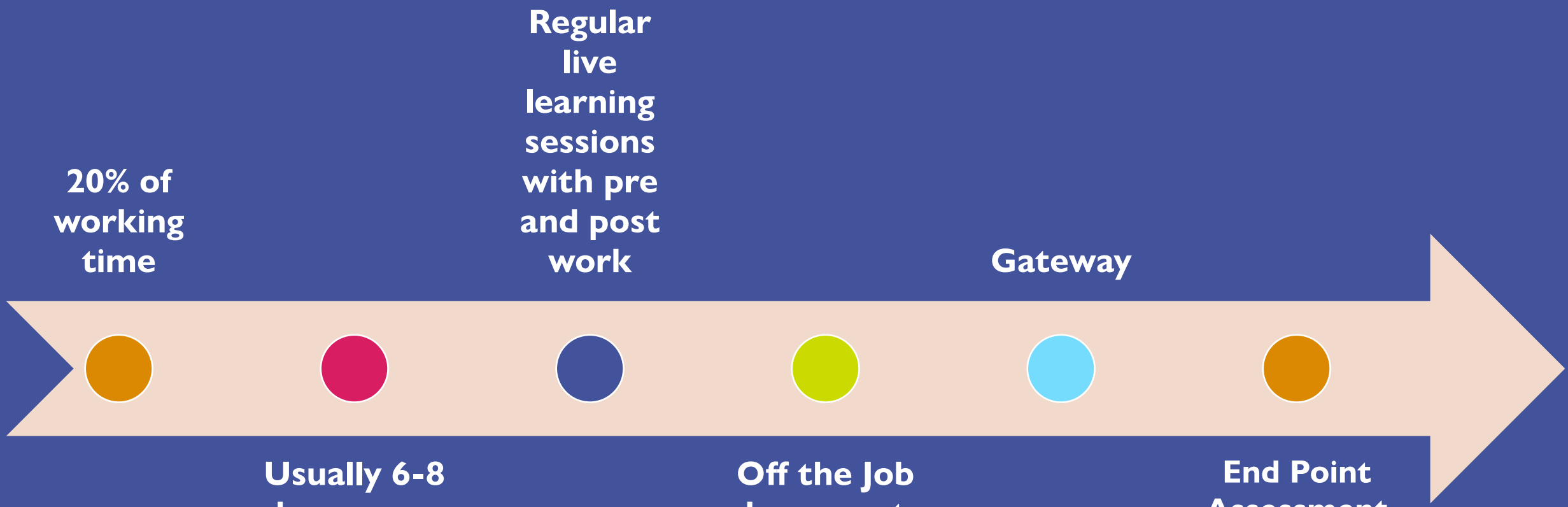
# Apprenticeship Levels Explained



# Apprenticeships at Warwick



# How an apprenticeship works in practice



# Off-The-Job Hours

Workshops

Time spent studying, researching, or writing assignments

Mentoring, coaching, shadowing

Projects linked to the standard

Reflective writing

New learning – linkedin learning, podcasts etc

**What does not count** ✗

Normal "doing the job"
Team meetings or appraisals
Progress reviews
Functional Skills English / maths
Company induction (unless it teaches new KSBs)
Training unrelated to the apprenticeship standard
Unpaid learning outside working hours

# Introducing QA




1. Level 4 Associate Project Manager
    1. Programme content
    2. Onboarding process and date allocation
    3. Delivery model
    4. APM PMQ or Prince 2

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# L4 Associate Project Manager

Amanda Freeman – Digital Learning Consultant PM

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# Agenda

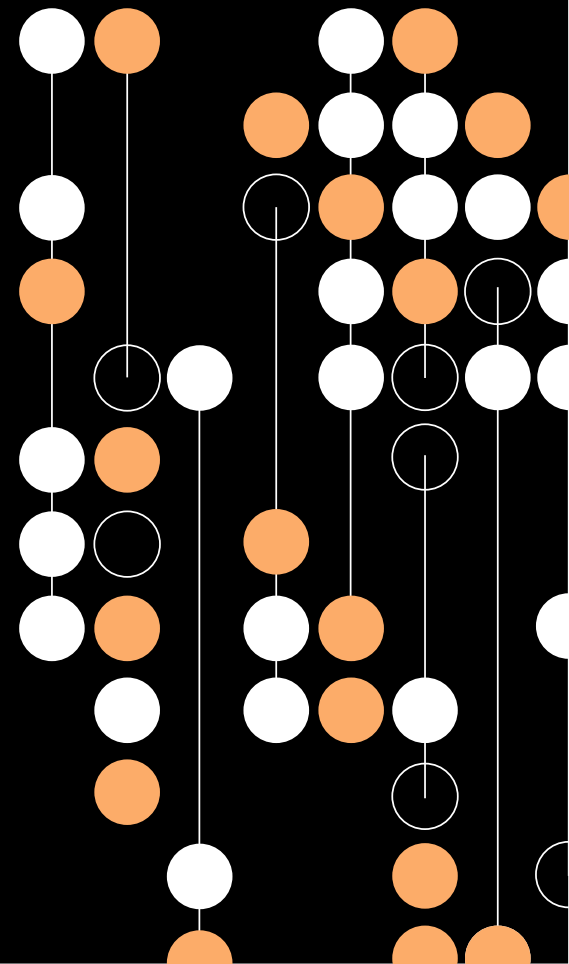
Your Apprenticeship Journey

Programme Content

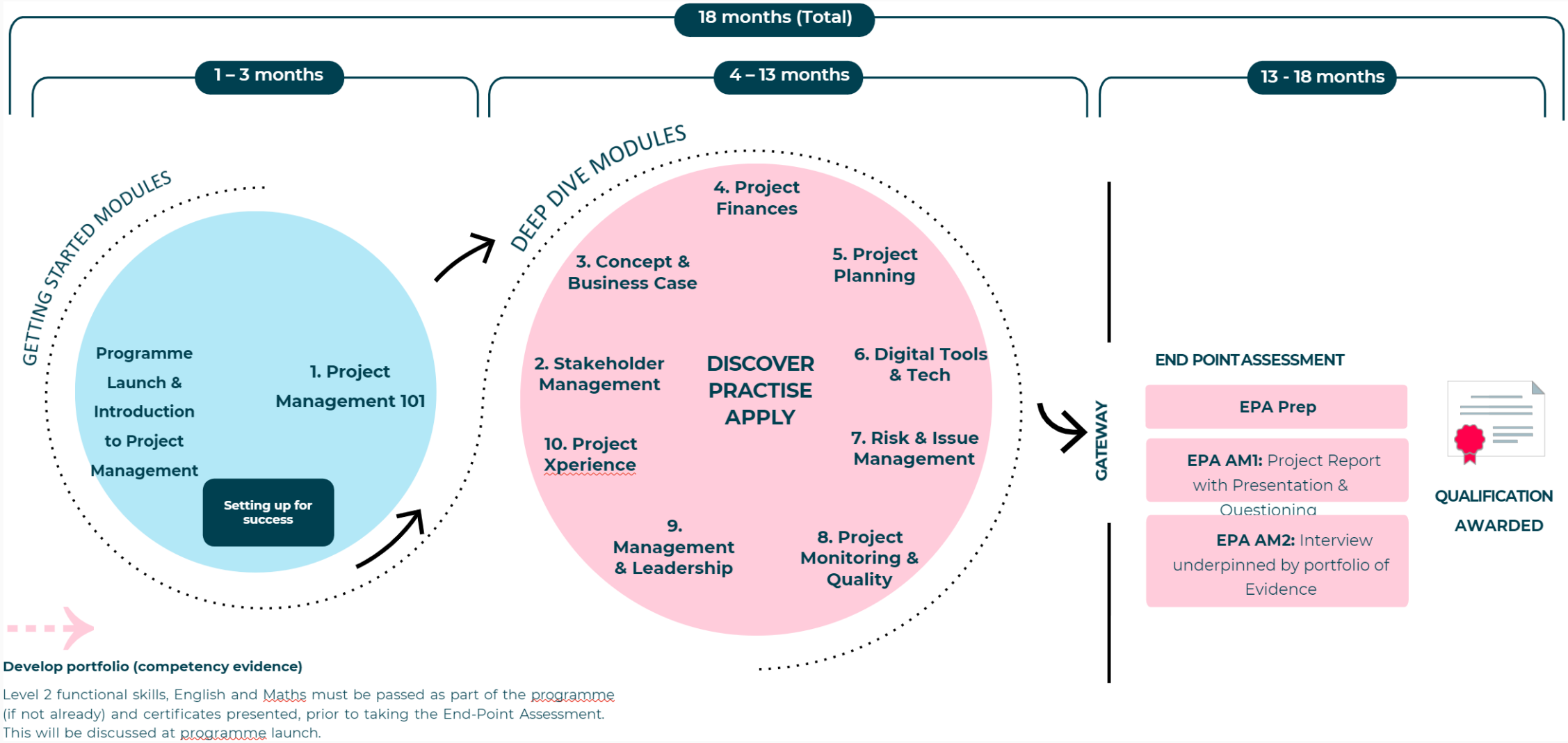
Digital by Design

Tips and Tricks

# Your Apprenticeship Journey



# Learner journey



# Qualification – Level 4 Associate Project Manager

**Portfolio**

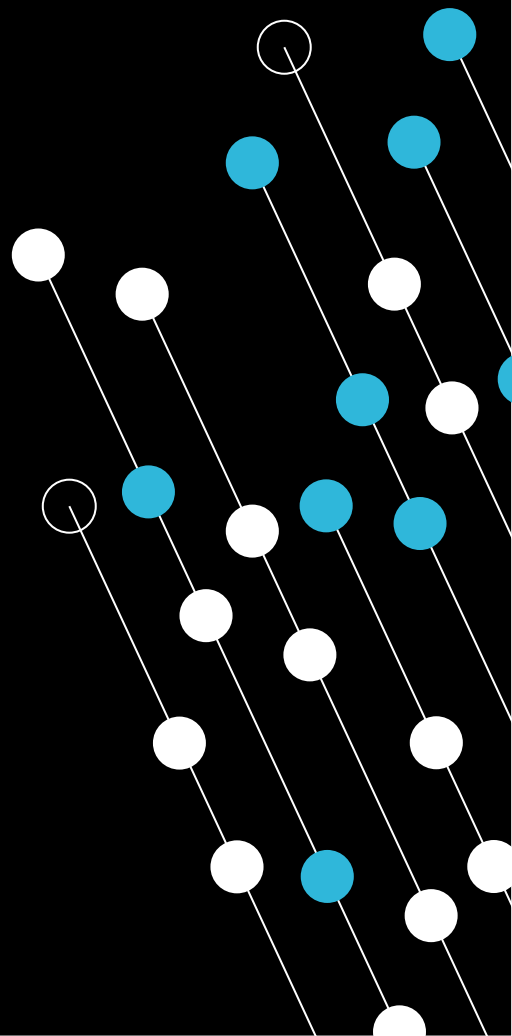
- Developed during Practical Period (months 4-13)
- Assessed via 60-minute interview, minimum 6 questions

**Project Report**

- Title and Scope provided to EPAO at gateway
  - 3500 words written following gateway and submitted within 12 weeks
  - 60-minute assessment – 20-minute presentation and 40 minutes Q&A

- Following completion – APM PMQ or PRINCE2 Foundation

# Programme Content



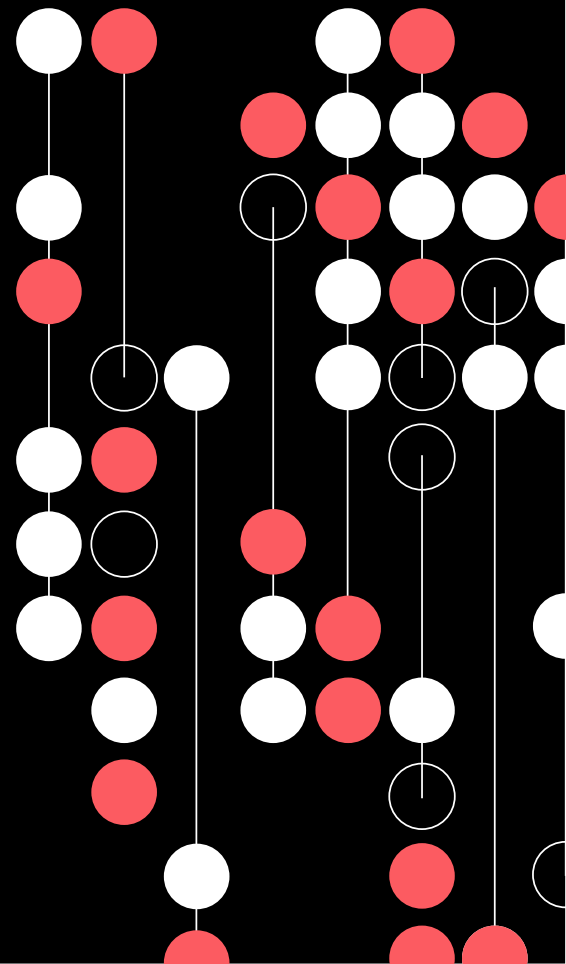
# Module Breakdown

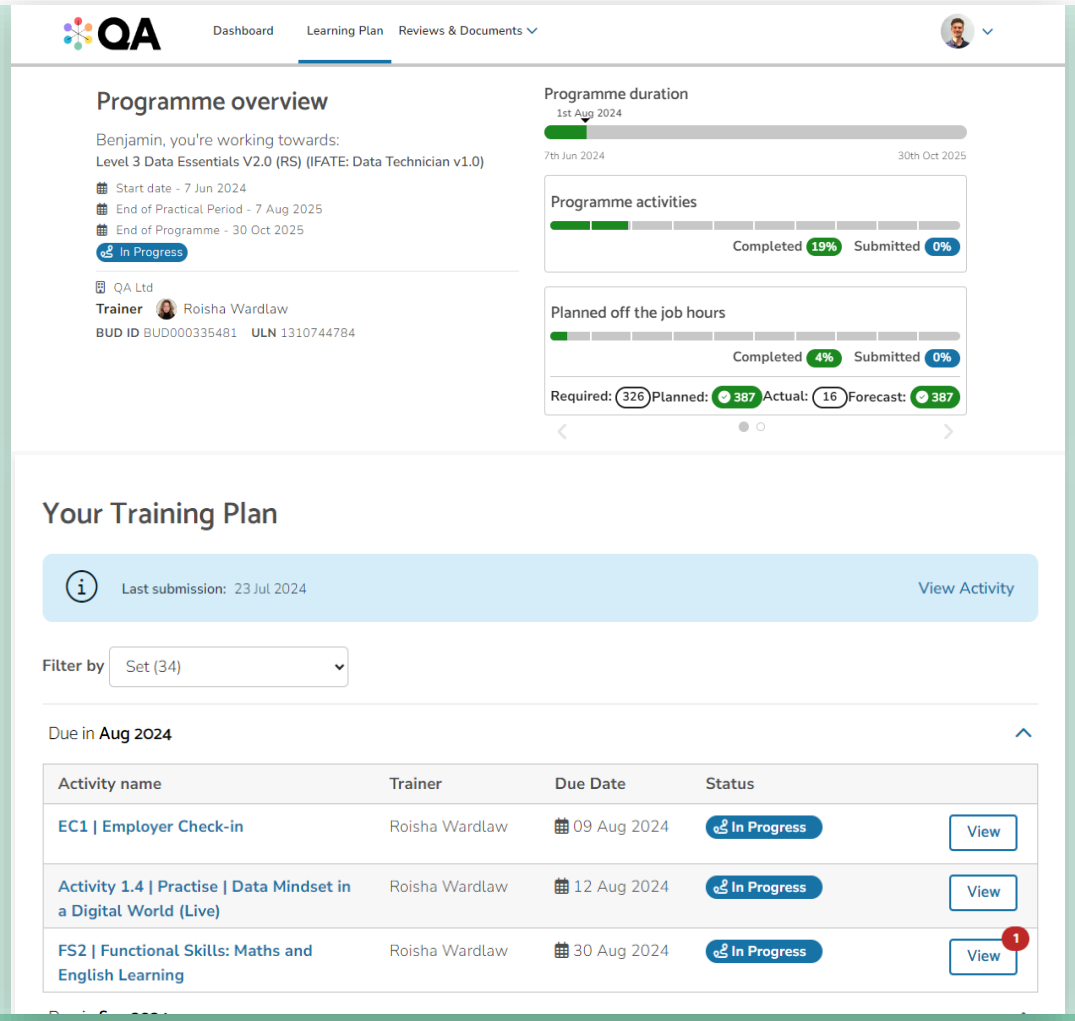
| Module |
| --- |
| 1 – Project Management 101 (1 day) |
| 2 – Stakeholder Engagement (1 day) |
| 3 – Concept & Business Case ( 1 day) |
| 4 – Project Finances ( 1 day) |
| 5 – Project Planning (2 days) |
| 6 – Digital Tools & Tech |
| 7 – Risk & Issue Management (1 day) |
| 8 – Project Monitoring & Quality (1 day) |
| 9 – Management & Leadership (1 day) |
| 10 – Project Xperience (2 days) |

**Live sessions run from 9:30-16:30.**

**You will be able to collaborate and knowledge share with a group of apprentices also on the live events**

# Digital by Design (DxD)

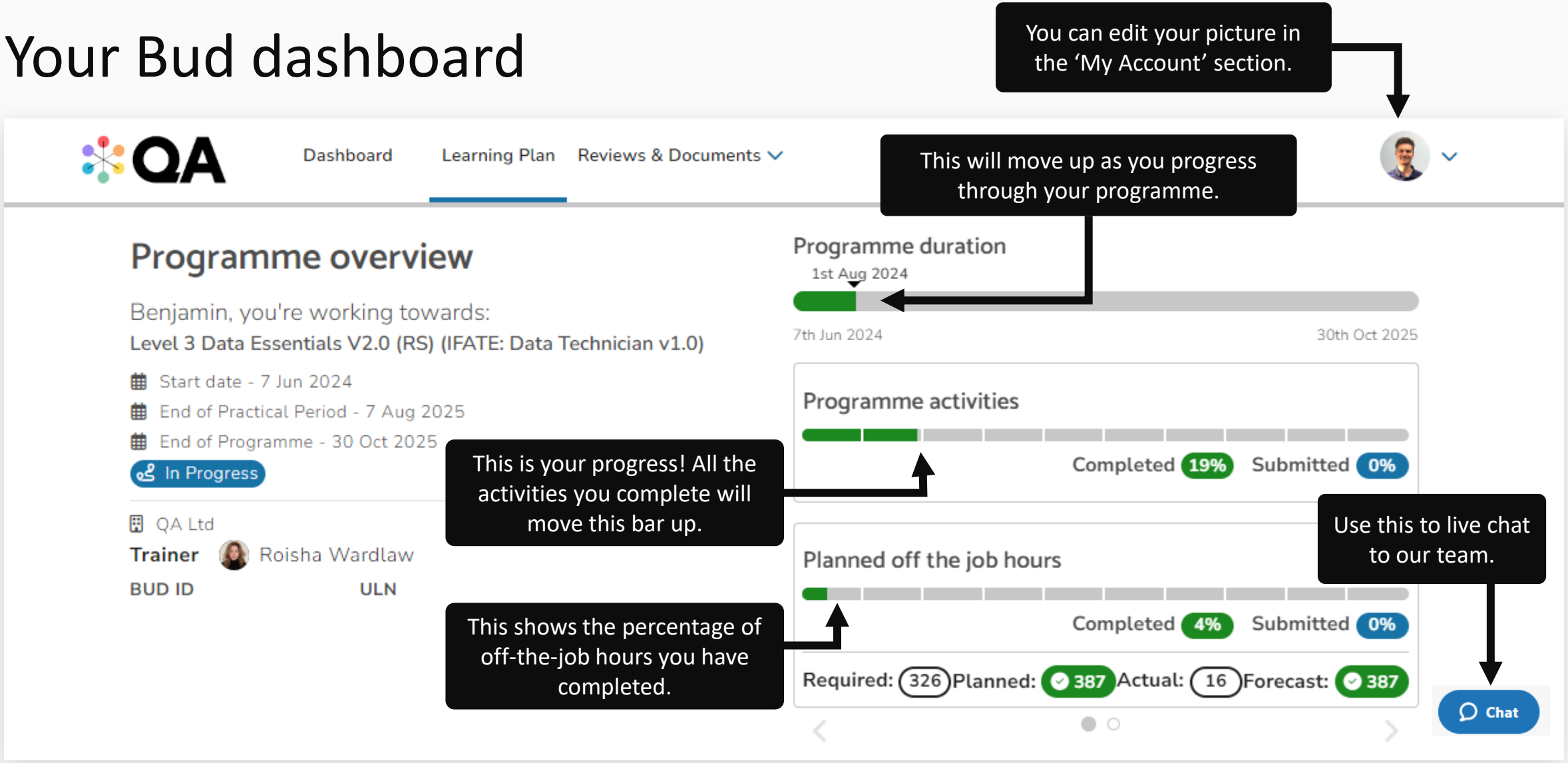




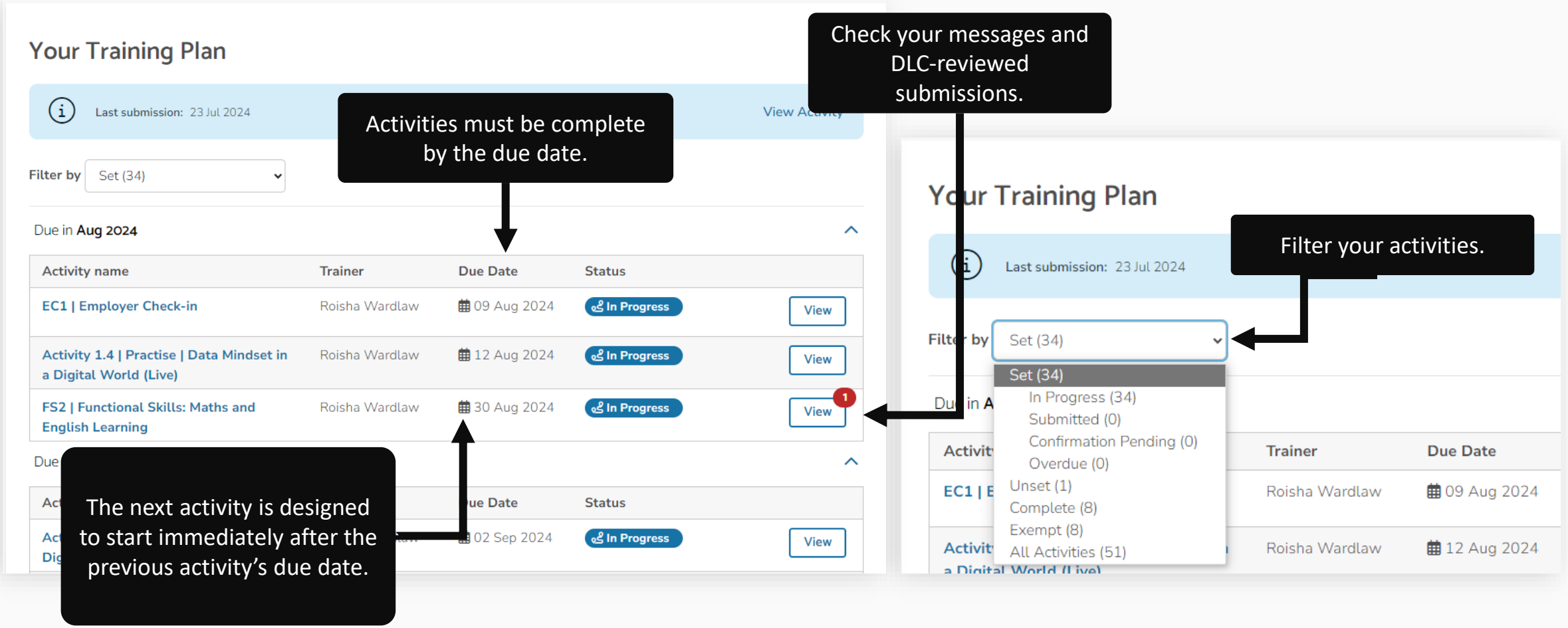

## BUD directs you through your Apprenticeship

- Primary point of contact with your DLC
- Individualised Training Plan
- Learning activities and targets
- Access the QA self-paced learning platform
- submit work and evidence for review
- Track learning progress

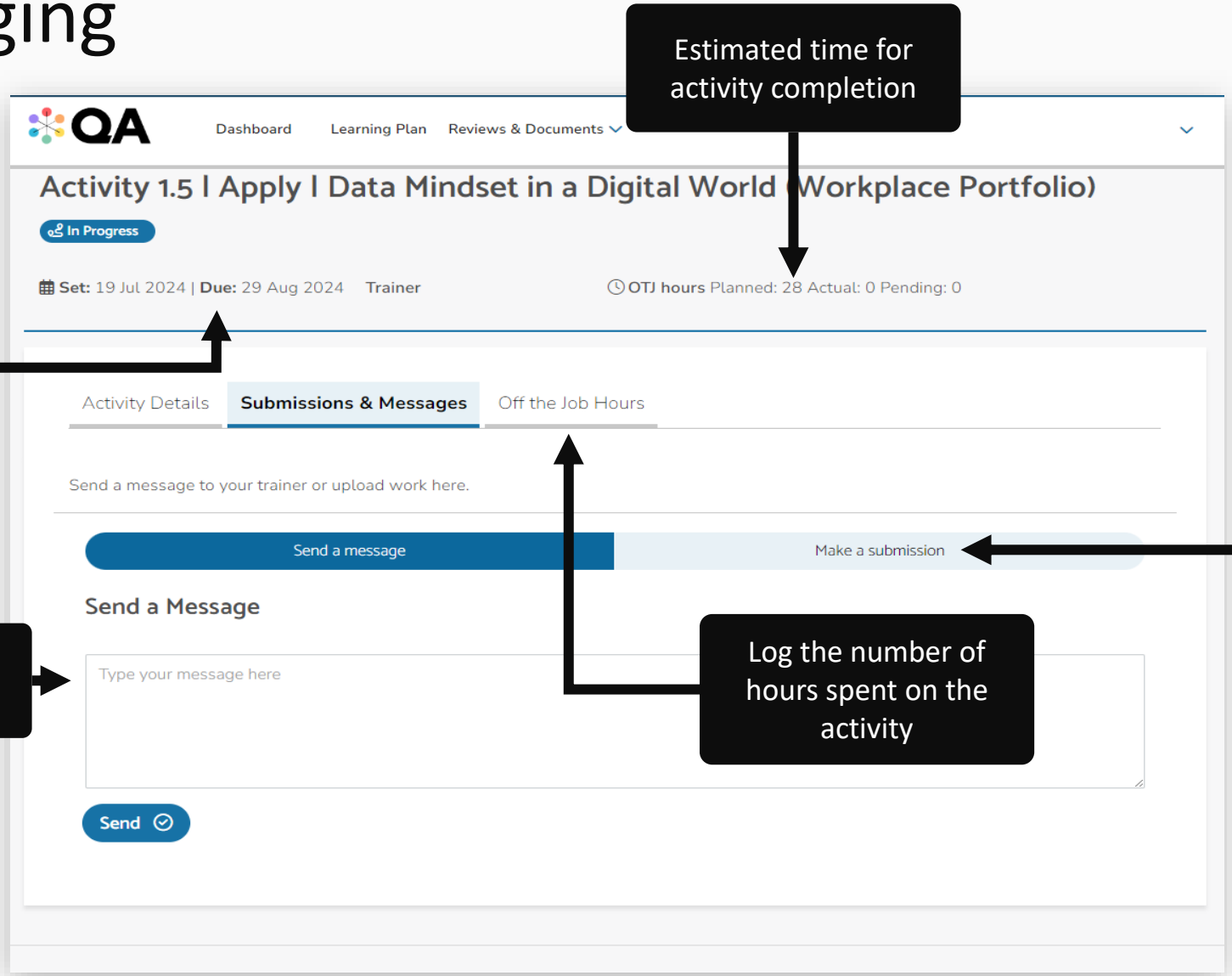
# Your Bud dashboard



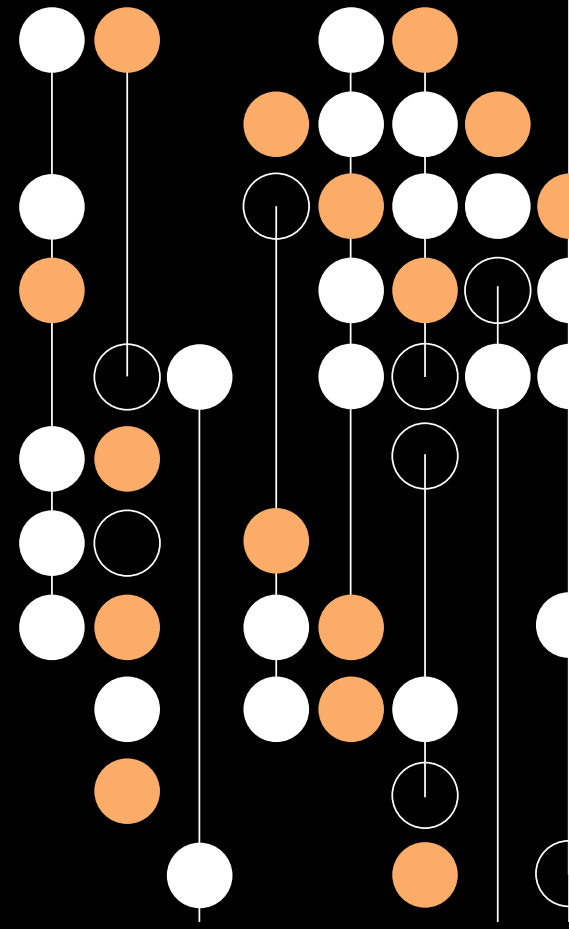
# Your Training Plan on Bud



# Bud messaging



# Tips and Tricks



# Tips & Tricks

- Protect OTJ time in your calendar
- Remain engaged with your learning plan
- Keep in touch with your DLC!
- Keep your Line Manager updated

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# Onboarding Process

Ryan Brown – Client Relationship Manager

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# Onboarding & Enrolment

## Eligibility Checks

- Eligibility Questionnaire
- Role Matcher

## Initial Assessment

- Initial English & Math's Assessment (BKSB's)
- Skills Scan
- BUD Registration

## Training Plan Created

- Recognition of prior learning

## Careers & Support Guidance

- Learner Support Resources
- Careers Guidance

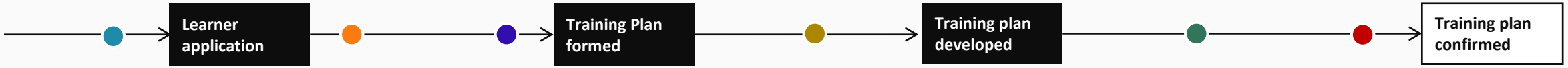
## Learner Induction

- Sign Up Call

## Programme Launch

- 2 Hour Session
- Marks Day 1 of Learning

# Learner Onboarding Journey




## 1. Eligibility Checks

**Initial eligibility questionnaire completed, including:**

- Contact details
- Date of birth
- Work location
- Residency status
- Contract details
- Line manager information
- Upcoming annual leave
- Relevant prior qualifications
- Any other funded training currently being undertaken

**Role Matcher completed by your line manager:**

- Confirms your role aligns to the Project Management Level 4 apprenticeship
- Reviews your responsibilities against the apprenticeship standard

## 2. Initial Assessment

**A comprehensive Initial Assessment identifying:**

- Programme eligibility to assess the learner's role against the programme.
- Learner eligibility to assess the learner's skills and prior experience/qualifications.
- Required English and Maths support.
- Required additional learning support needs/reasonable adjustments

## 3. Tailored Training Plans with QA expertise

**Analysing the learner's self-assessment against the apprenticeship to create Training Plan through:**

- BKSB - to identify English and Maths levels
- Skills Scan – to identify current skill level against the apprenticeship
- RPL Calculator – mapping prior qualifications

## 4. Careers, Information, Advice & Guidance (CIAG)

**Contacting learners within 48-hours of initial assessment covering:**

- Guidance explaining available learner support
- Learner Portal resources, including functional skills advice and welfare support
- Learner behaviours, expectations, motivation and aspirations
- Upcoming career and industry talks/webinars
- CV Writing
- Signposting to specialist teams where appropriate

## 5. Learner Induction with the QA Onboarding Officer

**A 20 minute Sign Up Call between learner, line manager & Onboarding team:**

- Final check to ensure correct details
- Sign off on training plan
- Provide start date and end date of programme

**A 2-hour learner induction is typically held within 48-hours of onboarding hosted by a Digital Learning Adviser (DLA) covering:**

- Bud, our Learning Management System (LMS).
- Expectations.
- Programme delivery.
- Assessment criteria.
- Day-1 learning task to start the apprenticeship.

## 6. Line Manager Induction

**An optional session for learner's line managers, covering:**

- Consistent messaging, aligned with learner's expectations and off-the-job requirements
- Expectations of the line manager, including attendance on reviews
- Learning Support available to learners
- Employer Portal resources for line managers

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# Role Matcher

## Line Managers To Complete

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| Apply the following ratings in the 'Role Duties' section | |
|---|---|
| 1 | A recurring aspect of the job that is necessary for successful performance. |
| 2 | This will be done multiple times over the duration of the programme. Learners will be exposed to this. |
| 3 | Not completed in role, but exposure can be obtained through secondment or rotation. |
| 4 | I need to understand more about this duty from QA. |
| 5 | We don't do this as a business, this will be a challenge and we'd need a discussion with QA. |

| | Rules | Next Steps |
|---|---|---|
| Red | One or more "**5**" ratings | Role rejected. Employer needs to review the role suitability for the apprenticeship. |
| Amber | Between two to five "**3**" ratings | Complete the suitability plan below to identify how this will be built into the role or via project(s)/secondment(s).<br>DLC/Skills Coach will discuss this further during baseline review to ensure plan is embedded. |
| Amber | More than 50% "**3**" ratings | Complete the suitability plan below to identify how this will be built into the role or via project(s)/secondment(s) **and** a written statement from the Employer is required to add further detail.<br>Approval required from Apprenticeship Delivery Manager. |
| Amber | One or more "**4**" ratings | Further discussion held to understand the requirements. Role Matcher reviewed, amended, and reassessed for suitability. |
| Green | One "**3**" rating and all others "**1**" or "**2**" | Role suitable however the below suitability plan needs to be completed for the "**3**" rating. |
| Green | All ratings at "**2**" or "**1**" | Role is suitable for the apprenticeship. |

| Within the job description the apprentice will... | | Rating |
|---|---|---|
| 1 | Support the project team in delivering the lifecycle of a project. | Select... |
| 2 | Review, analyse, and provide feedback on a business case to ensure the project remains valid. | Select... |
| 3 | Contribute to and deliver elements of the stakeholder engagement process to commence and progress project delivery and collaborate with stakeholders to communicate the project plan. | Select... |
| 4 | Develop, update, and continually review, relevant sections of the project scope document. | Select... |
| 5 | Prepare documents or diagrams which illustrate and deliver the key milestones and stages of a project schedule. | Select... |
| 6 | Plan the resources required to deliver a project or the activities within the project. | Select... |
| 7 | Use quality management systems to ensure that project delivery meets legislative and local requirements. | Select... |
| 8 | Identify and manage risks and opportunities, to drive the successful delivery of the project. | Select... |
| 9 | Contribute to the production and presentation of the key project documents through governance to gain approval. | Select... |
| 10 | Monitor and report on budget forecast, spend and variance. | Select... |
| 11 | Collate, analyse and report on data relating to project performance. | Select... |
| 12 | Monitor performance trends and process change controls to support the management of project scope. | Select... |
| 13 | Review the project and report on lessons learned which contribute to continuous improvement for future project delivery. | Select... |
| 14 | Contribute to the project objectives and key performance indicators which drive and improve performance and sustainability goals. | Select... |




# Thank You!

## Any Questions?

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# Warwick Wraparound Programme



# Next Steps

**Applications close:** 20th October 2026

Webpages:

Level 4 Associate Project Manager Apprenticeship Programme

**Spaces available:** 20 per cohort

**Confirmation on places:** end of October 2026

**Programme start date:** Mid November 2026

(more dates available in 2027)