

 **KnowledgeBrief**

Level 4

Project Manager

This course supports managers and leaders who want to develop strong project management skills or take the next step towards becoming a project manager. Throughout the course, you will learn how to manage change effectively within your organisation and skilfully navigate the impact of common challenges that projects face. Upon completion, you will be able to confidently manage every aspect within your project's scope, including people, technology, budgets, and quality outcomes.





Advance Your Career with Expert-Led Project Management Training



Level 4

Associate Project Manager Apprenticeship

Duration: 13 months

What's involved?

This programme is structured into four parts, each designed to build the practical project management knowledge, skills, and behaviours needed to deliver real-world results. Learners begin by exploring the fundamentals of project management, including key tools, techniques, team roles, and creating a personal development plan aligned to their organisational goals.

They then move on to project planning and control, gaining confidence in areas such as business cases, scope, resource management, reporting, and governance. Building on this, learners develop their ability to communicate and influence effectively, with a focus on stakeholder engagement, motivation, and leadership.





Finally, they strengthen their financial management skills, covering budgeting, cost control, benefits reporting, and project closure. By the end of the programme, learners will be ready to lead successful, well-managed projects that drive meaningful organisational impact.

Benefits for learners

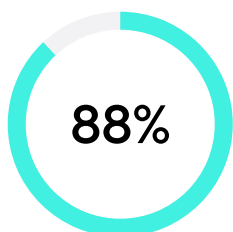
This course will provide learners with a firm understanding of effective project management - from the planning stage to completion. You will be able to confidently manage critical elements such as stakeholder engagement, budget control, and risk management to ensure the effective development of the overall project lifecycle. A survey conducted by APM (2024), concluded that 96% of project managers agree that their apprenticeship programme improves team skills and outcomes.

What learners will achieve

Showcase your project management expertise with these in-demand certifications. Once completed, you'll earn:

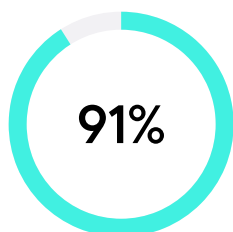
 <p>Project Manager Certificate</p> <hr/> <p>KnowledgeBrief Management School</p>	 <p>Level 4 Associate Project Manager Apprenticeship</p> <hr/> <p>Skills England</p>	 <p>Association for Project Management Associate Membership</p> <hr/> <p>Association for Project Management</p>	 <p>Project Management Qualification (Optional)</p> <hr/> <p>Association for Project Management</p>
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Learners' outcomes:



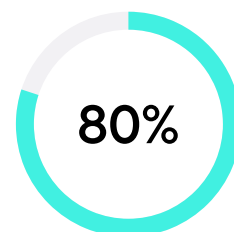
More Inspired

88% said their project management style had improved.



More Confident

91% said they have increased confidence.



More Qualified

4 out of 5 of our learners achieve a Distinction.

Benefits for employers

This apprenticeship empowers employers with capable project managers who can enhance efficiency, streamline workflows, and drive successful project outcomes. Learners develop expertise in planning, risk management, and stakeholder collaboration, ensuring projects are delivered on time and within scope. With a structured learning approach and real-world application, apprentices will improve resource management, boost team productivity, and contribute to a culture of continuous improvement, strengthening the organisation's competitive edge.



Planting the future, one learner at a time

Every time a learner completes this apprenticeship, we will plant a tree to celebrate their personal growth and help to support global reforestation projects.

CORE MODULES

What you will learn

PART 1

Project management tools and techniques

In the first part of the programme, you will explore what project management is and begin to look at some of the key tools and techniques. You will examine the role of a project manager and the roles within your wider team. You will create a structured plan to enhance your skillset to align with your organisational context, fostering the confidence to lead and inspire project teams.

Learning Cycle 1.2	Learning Cycle 1.3	Learning Cycle 1.4	WORKSHOPS	REVIEWS
What is Project Management?	Project Roles and Responsibilities	Project Governance and Schedule Management	2	Starting Point Meeting and Progress Review

PART 2

The business case, scope, resource, risk and quality management

In this part of the programme, you will gain an understanding of how to create a business case whilst learning about project scope. You will then examine the process of managing resources, team performance, and effective reports to senior management. Finally, you will address aspects of quality and governance, including the understanding of legal limitations and responsibilities that impact the effective delivery of projects.

Learning Cycle 2.1	Learning Cycle 2.2	Learning Cycle 2.3	WORKSHOPS	REVIEWS
The Business Case and Project Scope	Quality, Resource and Requirements Management	Risk and Issue Management	2	Tripartite Meeting and Progress Review



PART 3

Managing stakeholders

In this part of the programme, you will learn how to communicate effectively with stakeholders and influence those who may present challenges. As stakeholder engagement is essential to project success, you will explore ways to motivate others and analyse different leadership approaches.

Learning Cycle 3.1	Learning Cycle 3.2	Learning Cycle 3.3	WORKSHOPS	REVIEWS
Communicating with Stakeholders	Leadership and Teamwork within Project Management	Putting the Theoretical into Practice	2	Tripartite Meeting and Progress Review

PART 4

Budgeting, procurement and project closure

In the final learning cycle, you will enhance your financial management skills by exploring funding sources, applying estimating techniques, and reviewing types of overheads such as direct, indirect, and fixed costs. You will demonstrate your ability to develop and agree project budgets, monitor forecasts alongside actual costs, and establish effective change control processes. Finally, you will explore how to report project benefits and gain an understanding of the management process, including project handover, lessons learned, and project closure.

Learning Cycle 4.1	Learning Cycle 4.2	Learning Cycle 4.3	WORKSHOPS	REVIEWS
Budgeting and Cost Control	Contract Management and Procurement	Project Handover, Closure and Measuring Success	2	Gateway Tripartite Meeting, Progress Review and EPA Prep

The core elements of your programme



Techniques and Insight Questions

Techniques introduce key concepts through structured, focused resources. Each one is designed to support clear understanding and confident application in the workplace. Learners then respond to an Insight Question, a short-written task that reinforces learning by encouraging reflection and direct application to their role.



Workshop

Workshops provide expert-led learning on core topics, behaviours, and project management practices. These sessions develop professional capability, strengthen reflective practice, and support learners to apply their development directly within their roles to support others. Each workshop contributes to deeper understanding and stronger workplace performance.



Work Based Evidence

Learners build their portfolio through real work activity, capturing evidence from tasks such as meetings, presentations and projects. This ensures learning is applied in context, remains relevant to role responsibilities and supports wider organisational goals.

How are you assessed?

Once the programme is complete, you will be assessed through the End Point Assessment (EPA) by an independent, accredited organisation.

Professional discussion with a portfolio of evidence

- 60 minutes discussion with an independent assessor with reference to the portfolio of evidence.
- 6+ competency-based questions.

Written project report with presentation

- 3,500-word report.
- 20-minute presentation.
- 40-minute Q&A with a minimum of 6 questions.

The result from each assessment method is combined to decide the overall apprenticeship grade. The following grades are available for the apprenticeship: Fail, Pass, Distinction.



Core technology platforms

 Platform branded for your business

KBPro **LXP**

Our Learning Experience Platform (LXP) is designed to enable time-poor managers to learn when they can, where they can, offering bite-sized modules, real-time feedback and time to reflect. It blends theoretical knowledge with work based projects, helping learners build confidence and apply knowledge at work. The result? A personalised, intuitive experience that turns everyday learning into lasting progress.

KBPro **CXP**

The Client Experience Platform (CXP) gives clients and line managers a clear, real-time view of each learner's journey. No chasing, no guesswork. With smart insights, progress tracking and performance dashboards, it brings people together around learner success, making collaboration easier and impact more visible, all while keeping things refreshingly simple.

Our learners say

"Completing my apprenticeship with KnowledgeBrief has had a transformative impact on both my personal and professional development. The programme equipped me with valuable knowledge, practical skills, and a strong set of professional behaviours that I now apply confidently in my role."

—**Samuel Nichols**, Brook Street Social Care/Manpower Group

"KnowledgeBrief has been brilliant in the support during my time completing the apprenticeship – the skills coaches are on hand as little or as often as you require. Also, with scheduled regular check-ins. The tasks set out have pushed me to look for efficiencies and problem-solving within the workplace and has grown my confidence in my team leader and management abilities."


—**Edward Roots**, Avis Budget Group

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Let's talk

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