



HIGHER APPRENTICESHIP

Project Management

Level 4

4



Apprenticeship Framework

The Level 4 Higher Apprenticeship in Project Management is specifically designed to meet the increasing demand for qualified project professionals across the private and public sectors of the UK economy. This nationally recognised qualification equips learners with the tools to effectively initiate, plan and deliver projects of all complexity levels.

Who is this apprenticeship for?

This programme is suitable for those seeking a career in the fast-paced world of project management, for those wishing to upskill themselves to take on a project management role or, for project managers who want an accredited qualification to affirm their existing experience in the field.

On completion apprentices will achieve the following:

- EAL Level 4 Diploma in Project Management
- Level 2 Essential Skill in Application of Number
- Level 2 Essential Skill in Communication
- Level 2 Essential Skill in Digital Literacy
- APM Project Management Fundamentals (PFQ)



Benefits of the apprenticeship programme:

Accelerate Career Growth: Undertaking the Level 4 Higher Apprenticeship in Project Management will fast-track career development by providing invaluable hands-on experience alongside theoretical knowledge. Apprentices will be equipped with the tools to lead projects successfully and make a lasting impact on organisations.

Industry-Recognised Certification: Upon successful completion of this programme, apprentices will earn a prestigious industry-recognised certification, providing them with a competitive edge in the job market. Employers value the skills and expertise gained through this apprenticeship, opening doors to exciting opportunities.

Practical and Real-World Learning: Our programme emphasises practical, real-world learning. Apprentices will work on actual projects within the workplace, collaborating with experienced colleagues who will guide the apprentice through every step of the process. Gain insights, develop your problem-solving abilities, and enhance your decision-making skills.

Tailored Curriculum: Our comprehensive curriculum is designed to meet the demands of the ever-evolving project management industry. Apprentices will cover essential topics such as project initiation, planning, execution, monitoring, and closure, as well as risk management, stakeholder engagement, and effective communication strategies.

Experienced and Knowledgeable Advisors: Throughout the apprenticeship, we will provide access to a network of experienced advisors who will provide guidance, support, and feedback. Apprentices will learn from industry experts who have successfully managed projects of all sizes, industries, and complexities.

Course Delivery

- Typical duration of 18-24 months.
- Induction session for apprentices and for their line managers.
- x1 full day workshop – Developing personal and professional practice
- Completion of the Association of Project Management, Project Fundamentals Qualification (APM PFQ)
- x7 2-hour masterclass sessions
- 1 day presentation of project outcomes and learning to demonstrate understanding.
- Supported by self-study online resources.
- One to One tutor coaching and assessment support sessions
- x6 Essential skills assessment days. (3 Preparation days and 3 Live Task days) **
- 2-hour long essential skills confirmatory tests. **

***Essential Skills activities are not applicable to apprentices with exemptions.*

2

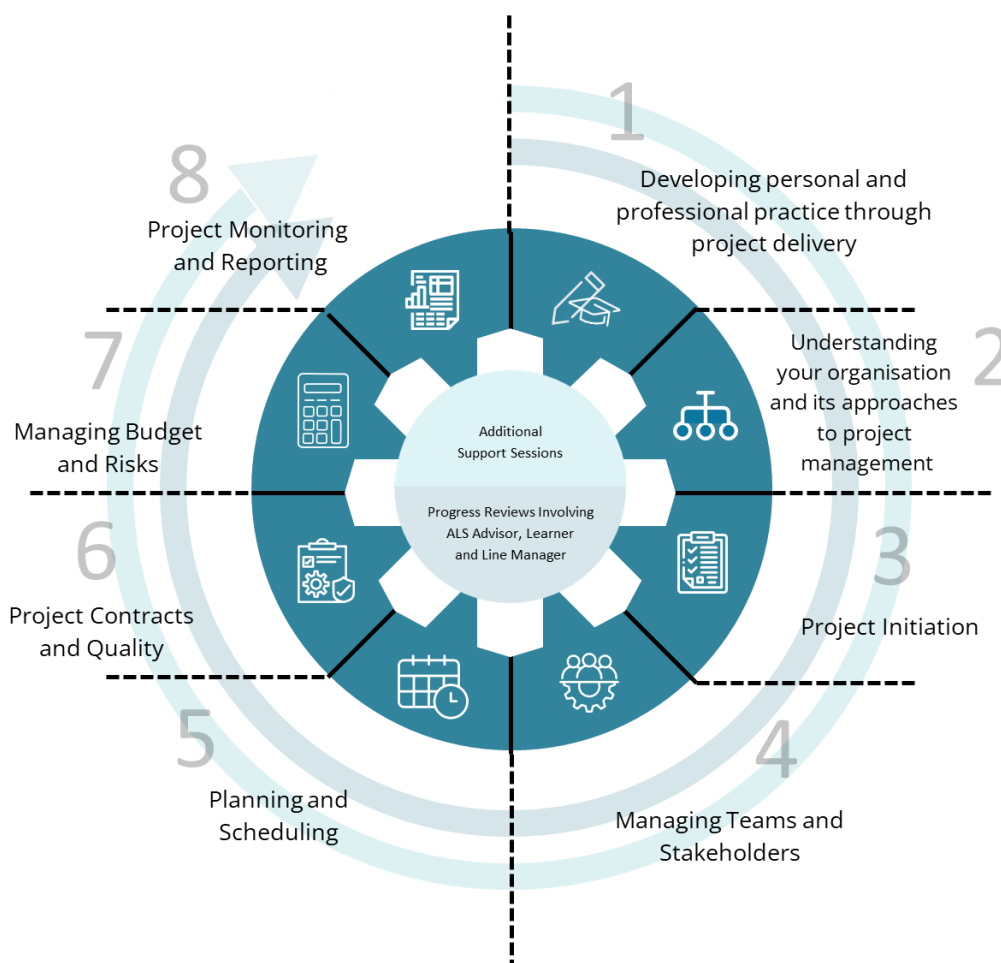
Level 4 Diploma in Project Management

Course Delivery

This element of the programme will be delivered through blended learning with learners attending full day knowledge and technical skills workshops delivered virtually using Microsoft Teams across the 18 to 24-month duration of the programme.

Additional development and assessment support will be provided through regular 1-to-1 sessions with a member of the ALS delivery team. An ALS assessor will meet with the learner, either in the workplace or through digital means, (for example, Microsoft Teams) to provide coaching, advice and assessment support.

Learners will also be set tasks to complete between each visit which are tailored to the different needs of each learner and the workplace activities they are involved with.



Qualification Structure Summary

The EAL Level 4 Diploma in Project Management consists of 8 mandatory units.

What you will learn

This programme is made up of a mixture of knowledge and competence units across a broad range of project management processes and procedures.

Unit Title	Level
Developing personal and professional practice through project delivery.	4
Understanding your organisation and its approaches to project management.	4
Project Initiation.	4
Managing teams and stakeholders.	4
Project planning and scheduling.	4
Contract and quality management.	4
Managing budgets and risk.	4
Project monitoring and reporting.	4

Off the Job Learning



Developing personal and professional practice through project delivery

This will be the first unit that students work towards. The focus is on the development of skills and knowledge required to embed the practice of continual professional development for project managers. The students will carry out a self-assessment of their current skills, knowledge and behaviours, gather 360o feedback from their organisation and keep an ongoing record of their development throughout the programme and draw on evidence of their growing ability from the units that follow. Once students' projects have reached completion of all other units, students will reflect on the skills, knowledge, and behaviours they have developed while managing their projects.

At this stage, students will be asked to provide a brief for the project that they intend to use as evidence for the qualification.

Association of Project Managers, Project Fundamentals Qualification (PFQ)

- Define the roles of the project management
- Capture and manager stakeholder expectations
- Prepare a business case justifying the project
- Prepare a project plan including a budget and schedule
- Manage the risks to your project
- Control changes during the project
- Report progress
- Build and develop a project team
- Exam preparation for the APM exam

APM qualifications are delivered by third party providers and involve additional off the job and self-study commitment. Certificates are awarded on successful completion of the assessment or examination.

Where the value of a qualification is established and Welsh Government funding is available, ALS will offer this opportunity.

The following masterclasses will be delivered to give learners the opportunity to:

- Explore what evidence and documentation can support the unit
- Network and share best practice with other learners
- Advisor to share some example documentation

Masterclasses

Project Initiation – Business Case

This masterclass is designed to support learners in understanding the evidence requirements for the Project Initiation unit, with a particular focus on developing a strong business case. It will guide learners through how to effectively gather and present the evidence needed to meet unit criteria, including engaging with stakeholders, estimating project costs and benefits, and preparing a project plan.

A key focus will be on the role of the business case as the foundation for initiating a project—demonstrating its purpose in supporting decision-making, justifying investment, and assessing project viability. Learners will gain clarity on what constitutes valid, high-quality evidence and how to document their approach to meet assessment standards confidently.

Stakeholder management

This masterclass supports learners in understanding the evidence requirements for the Stakeholder Management unit, with a focus on managing professional relationships throughout a project. Learners will explore how to identify and engage key stakeholders and how to evidence planned, effective communication strategies that support ongoing collaboration and project success.

The session will also cover the leadership responsibilities of a project manager, including building and leading a delivery team, setting clear objectives, and adapting leadership styles to different groups. Learners will gain practical insights into documenting how communication and leadership strategies contribute to maintaining positive stakeholder relationships and achieving project goals—all aligned to assessment expectations.

Project planning, scheduling, resources and budgets

This masterclass supports learners in understanding the evidence requirements for the Project Planning and Scheduling unit, with a focus on planning activities, scheduling tasks, allocating resources, and managing budgets effectively. Learners will be guided through the key elements of producing a robust project management plan, including defining project scope, estimating resources, and sequencing work using tools like work breakdown structures and responsibility matrixes.

The session will help learners understand how to evidence effective planning practices, including identifying task dependencies, incorporating risk and quality considerations, and ensuring efficient use of time and resources. This masterclass equips learners with practical tools and techniques to document a structured and realistic plan that meets the assessment criteria and reflects professional project management standards.

Quality management

This masterclass supports learners in understanding the evidence requirements for the Quality Management unit, with a focus on ensuring that project deliverables meet agreed standards, timelines, and budgets. Learners will explore how to apply effective quality management practices and how to evidence the creation and use of robust contracts with both internal and external suppliers.

The session will guide learners in documenting how quality expectations are defined, monitored, and maintained throughout the project. It will also cover how to demonstrate due diligence in supplier selection, contract management, and performance monitoring—ensuring that goods and services are aligned with project objectives and assessment criteria.

Risk Management

This masterclass supports learners in understanding the evidence requirements for the Managing Budgets and Risk unit, with a focus on planning and managing the financial, physical, and human resources needed to deliver successful project outcomes. Learners will explore key estimating techniques, how to plan resource deployment efficiently, and how to present this planning as part of their evidence.

A key element of the session will focus on identifying, assessing, and managing project risks. Learners will gain practical tools to evidence how risks are anticipated, monitored, and controlled, as well as how budgeting decisions are made and justified. This masterclass equips learners with the confidence to align their documentation with assessment standards and demonstrate sound risk and budget management practices.

Contracts and procurement

This masterclass supports learners in understanding the evidence requirements for the Contracts and Procurement elements of project management. It focuses on how to plan, source, and manage procurement activities that ensure value for money, quality, and timely delivery of goods and services in support of project objectives.

Learners will explore key aspects such as writing procurement specifications, evaluating supplier proposals, managing contract terms, and monitoring supplier performance. The session will also cover legal and ethical considerations in procurement, and how to evidence compliance and due diligence in supplier selection and contract management. This masterclass enables learners to confidently demonstrate how procurement decisions support successful project delivery and meet assessment expectations.

Reports

This masterclass supports learners in understanding the evidence requirements for the Project Management Reporting unit, with a focus on producing clear, accurate, and timely reports that support informed decision-making throughout the project lifecycle.

Learners will explore how to plan and structure reporting processes, select appropriate reporting tools and formats, and communicate progress, risks, issues, and changes effectively to stakeholders. The session will guide learners in evidencing how reporting supports governance, accountability, and project control. It also provides practical support in documenting reporting cycles, metrics, and stakeholder communications that align with assessment standards and project management best practices.

Have any questions about our Level 4 Project Management Apprenticeship?

We are here to help. If you have any further questions or enquiries about the main qualification element of the programme, please contact info@alstraining.org.uk



Essential Skills Qualifications

When you agree to undertake an apprenticeship, you may be required to complete Essential Skills as part of your apprenticeship framework.

Essential Skills Wales

The Essential Skills Wales (ESW) will be initially assessed via an online Wales Essential Skills Toolkit (WEST) Assessment. Where a Learner already holds an ESW certificate or equivalent qualification this can provide an exemption, and learners will not need to complete that ESW element of the programme. Where a Learner is not exempt an Individual Learning Plan (ILP) will be generated from the initial assessment. The modules delivery will include independent learning via WEST, prior to guided learning sessions preparing the Learner for their assessment. ESWs are assessed via controlled tasks and confirmatory tests for Communication and Number, Digital Literacy is assessed via a controlled task and structured discussion.

Exemptions

If you already hold qualifications, these may be used as 'exemptions' towards your apprenticeship framework. As a result, you will be exempt from achieving that particular Essential Skill, if you wish. This will be discussed with you before you sign up with us and will also be followed up by your assessor before and during your first visit from us.

Have any questions about Essential Skills?

We are here to help. If you have any further questions or enquiries about Essential Skills element of the programme, please contact info@alstraining.org.uk