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Welsh Apprenticeship Pathway

in

Project Management

The content of this Pathway has been agreed by *the Steering Group*. This is the only Apprenticeship Pathway in the Project Management sector approved for use in Wales that is eligible for Welsh Government funding.

More Information can be obtained from:

FEAD DfES ● Ty Afon Bedwas Rd ● Bedwas Cf838WT

DfES-ApprenticeshipUnit@gov.wales
Gwefan ● website: www.llyw.cymru
www.gov.wales

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LEARNING PROGRAMME CONTENT

The Learning Programme provision shall comprise of three mandatory elements:
- Qualifications,
- Essential Skills
- On/off the job training

The total minimum credit value required for the Level 4 Pathway *in Project Management* is 138 credits.

ENTRY REQUIREMENTS

There are no entry requirements for this pathway in addition to the general framework entry requirements.

APPRENTICESHIP PATHWAY LEARNING PROGRAMME(S)

Level 4: Project Management

Qualifications
Participants must achieve one of the combined qualification(s) below:

Awarding Body	Qualification No.	Credit Value	Competence / Knowledge / Combined	Qualification Assessment Language(s)
Agored Cymru	601/8407/3	120	Combined	English Only
Excellence, Achievement & Learning Limited	TBC	164	Combined	English Only

Please see Annex 1 for the relationship between the competence and knowledge units within the combined qualification.

In addition, participants have the option of achieving the following professional qualification:

Awarding Body	Qualification Title	Credit Value
Association of Project Management	Project Management Qualification	6

Essential Skills Wales (ESW)

Essential Skills Wales qualifications assessment languages are English-Welsh.

Level 4: Project Management	Level	Minimum Credit Value
Communication	2	6

Application of Number	2	6
Digital Literacy	2	6

On/Off the Job Training

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 4: *Project Management*	589	244

On/Off the Job Qualification details (Minimum Credit & Hours)

On-the-job training
The total on-the-job training for the Project Management Higher Apprenticeship is 589 hours, made up as follows:
- 120 hours for Essential Skills Wales (see section below)
- 405 hours (minimum) to cover the competence content within the Level 4 Diploma in Project Management
- 40 hours (minimum) to cover the knowledge content within the Level 4 Diploma in Project Management
- 24 hours of on-the-job coaching and mentoring to support the apprentice

On-the-job training hours must:
- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework
- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager
- be delivered during contracted working hours.

Evidence of on-the-job Guided Learning Hours will include:
- a completion certificate for the Level 4 Diploma in Project Management
- a completion certificate for the Essential Skills Wales of the job training undertaken before the apprentice starts the apprenticeship may count towards the off the job training required if it is undertaken in relation to the Level 4 Diploma in Project Management.

Off-the-job training
The total off-the-job training hours for the Project Management Higher Apprenticeship is 244 hours, made up as follows:
- 60 hours for Essential Skills Wales (see section below);
- 160 hours (minimum) to cover the knowledge content within the Level 4 Diploma in Project Management;
- 24 hours of off-the-job coaching and mentoring to support the apprentice.

Off-the-job training hours refers to the time taken to develop the technical skills and to develop knowledge of theoretical concepts across a range of contexts. It can be seen as time away from "the immediate pressures of the job", and may include all of the following:

- individual and group teaching
- coaching
- distance learning
- e-learning
- feedback and assessment
- guided study
- learning with peers/networked or collaborative learning
- mentoring.

Off-the-job training hours must:
- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework
- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager
- be delivered during contracted working hours.

Evidence of off-the-job training hours will include:
- a completion certificate for the Level 4 Diploma in Project Management
- a completion certificate for the Essential Skills Wales

On/Off the Job Essential Skills details (Minimum Credit & Hours)

- 6 credits / 60 hours, 45 GLH Level 2 Essential Skills Wales Communication
- 6 credits / 60 hours, 45 GLH Level 2 Essential Skills Wales Application of Number
- 6 credits / 60 hours, 45 GLH Level 2 Essential Skills Wales Digital Literacy

Comprised of:

On-the-job training
- 120 hours for Essential Skills Wales (40 hours per Essential Skill)

Off-the-job training
- 60 hours for Essential Skills Wales (20 hours per Essential Skill)

OTHER ADDITIONAL REQUIREMENTS

There are no additional employer requirements.

JOB ROLES

The latest version of the job roles and job descriptions for this Pathway:

Project Manager
A Project Manager oversees project development from planning to completion, performing various tasks, including: defining project scope and timescales, budget management, managing resources, quality assurance, risk management, engaging stakeholders, managing project change and analysis of results.

Project Co-ordinator / Project Executive / Project Support Officer
A Project Co-ordinator, Executive or Support Officer supports project development and delivery, through such tasks as: quality assurance, fulfilling organisational and project aims, project coordination, assessing and controlling risks, accurate reporting, managing budgets and research and analysis.

PROGRESSION

Progression routes into:
- achieved a Level 3 Apprenticeship in a range of sectors including Construction, Engineering, IT, Telecoms, and Retail. Indeed, there are 36 existing Apprenticeships that could lead into the Higher Apprenticeship in Project Management;
- achieved QCF Awards, Certificates or Diplomas in a sector specific or business-related area;
- achieve GCSEs or A Levels;
- achieved a Welsh Baccalaureate, including any of the Principal Learning Qualifications at foundation and higher level;
- achieved a project management qualification such as APM PFQ and PRINCE2©

Progression from:
- a range of Project Management and other qualifications, including those at level 5 and above, and those accredited internationally;
- higher education to undertake Project Management or other qualifications, including Degrees or Masters in Project Management;
- Further employment opportunities within their current job role/alternative job roles;
- Associate membership of professional bodies, including the Association for Project Management (APM)

EQUALITY & DIVERSITY

It is important that apprenticeship Pathways are inclusive and can demonstrate an active approach to identifying and removing barriers to entry and progression. Pathways should advance equality of opportunity between persons who share protected characteristics and those persons who do not as identified in the Equality Act 2010.

The protected characteristics identified in the Equality Act are age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity. Marriage and civil partnership is also included although only in respect of the requirement to eliminate discrimination in employment.

Training providers and employers MUST also comply with the other duty under the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to the industry based upon those nine protected characteristics.

In 2021, it was estimated that 27% of Project Managers in the UK were female (Project Management Benchmark report, Arras, 2021). It is anticipated that the demographic of Project Management Apprentices will mirror this demographic.

According to the 'Pulse of the Profession' research conducted in 2021 for the Project Management Institute, 88 percent of project professionals say having diverse project teams increases value. Organisations recognise they need a full breadth of perspectives and skills on their teams gained through a diverse workforce in order to achieve success.

Apprenticeships are seen as a vital route to encourage and facilitate a diverse set of individuals entering into Project Management. Entry conditions to this framework do not discriminate against any individuals, with the framework being open and accessible to all potential apprentices.

Mentoring is also promoted within the Apprenticeship to provide additional support and increase the chances of apprentices staying. Training providers and employers must also comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within, the Industry, using the protected characteristics of:
- *age*
- *disability*
- *gender*
- *gender reassignment*
- *marriage and civil partnership*
- *pregnancy and maternity*
- *race*
- *religion or Belief*
- *sexual orientation.*

EMPLOYMENT RESPONSIBILITIES AND RIGHTS (ERR)

Employment Responsibilities and Rights (ERR) is no longer compulsory. But it is recommended that all apprentices (especially the 16 years -18 year group) receive a company induction programme.

RESPONSIBILITIES

It is the responsibility of the Training Provider and Employer to ensure that the requirements of this pathway are delivered in accordance with the Welsh Government Apprenticeships Guidance.

Further information may be obtained from:

Welsh Government
DfES-ApprenticeshipUnit@gov.wales

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Annex 1

Level 4: Project Management

Relationship between competence and knowledge qualifications

Agored Cymru Level 4 Diploma in Project Management:

Mandatory units:

T/508/0898 - Principles of project management (knowledge unit, 30 credits)

A/508/0899 - Project stakeholder management (competence unit, 10 credits)

H/508/0900 - Project communications (competence unit, 10 credits)

Optional Units (all competence units; minimum of 70 credits):

K/508/0901 - Business case, project structure and progress monitoring (competence unit, 10 credits)

M/508/0902 - Managing project scope (competence unit, 10 credits)

T/508/0903 - Managing project schedule (competence unit, 10 credits)

A/508/0904 - Managing project finances (competence unit, 10 credits)

F/508/0905 - Managing project risk (competence unit, 10 credits)

J/508/0906 - Managing project quality (competence unit, 10 credits)

L/508/0907 - Managing project resources (competence unit, 10 credits)

R/508/0908 - Managing project contracts (competence unit, 10 credits)

J/508/0968 - Provide leadership and direction for own area of responsibility (competence unit, 5 credits)

L/508/0969 - Plan, allocate and monitor work in own area of responsibility (competence unit, 5 credits)

Excellence, Achievement & Learning Limited Level 4 Diploma in Project Management:

Mandatory units:

PMC4-001 - Developing personal and professional practice through project delivery (combined unit: knowledge 4 credits, competence 20 credits)

PMC4-002 - Project Initiation (combined unit: knowledge 4 credits, competence 20 credits)

PMC4-003 - Project planning and scheduling (combined unit: knowledge 3 credits, competence 17 credits)

PMC4-004 - Project monitoring and reporting (combined unit: knowledge 3 credits, competence 18 credits)

PMC4-005 - Contract and quality management (combined unit: knowledge 3 credits, competence 18 credits)

PMC4-006 - Managing teams and stakeholders (combined unit: knowledge 3 credits, competence 17 credits)

PMC4-007 - Managing budgets and risk (combined unit: knowledge 3 credits, competence 17 credits)

PMC4-008 - Understanding your organisation and its approaches to project management (combined unit: knowledge 3 credits, competence 10 credits)