

DEFINITIVE COURSE RECORD

Course Title	Certificate of Higher Education in Associate Project Manager [Higher Apprenticeship]
Awarding Body	University of Suffolk
Level of Award ¹	FHEQ Level 4
Professional, Statutory and Regulatory Bodies Recognition	None
Credit Structure ²	120 Level 4: 120 Credits
Mode of Attendance	Full-time
Standard Length of Course ³	1 year full-time (to Gateway) 6mths full-time (End Point Assessment)
Intended Award	Certificate of Higher Education in Associate Project Manager
Named Exit Awards	None
Entry Requirements ⁴	All applicants must be employed for more than 30 hours per week in a suitable role and have the support of their employer. All applicants under the age of 21 must hold a Level 3 qualification (e.g. A-Levels, BTEC National Diploma or Advanced Apprenticeship), applicants over the age of 21 can be considered in-line with the University's Admissions Policy (that is, with sufficient skills and experience). All applicants are required to hold Level 2 English and Maths at GCSE grade C/4 or above (or equivalent).
Delivering Institution(s)	Ipswich

This definitive record sets out the essential features and characteristics of the Certificate of Higher Education Associate Project Manager course. The information provided is accurate for students entering level 4 in the 2024/2025 academic year⁵.

Course Summary

The Associate Project Manager course is designed for those that engage with the organisation and running of projects of all sorts. This could include very large projects in

¹ For an explanation of the levels of higher education study, see the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(2014\)](#)

² All academic credit awarded as a result of study at the University adheres to the [Higher education credit framework for England](#).

³ Where the course is delivered both full-time and part-time, the standard length of course is provided for the full-time mode of attendance only. The length of the part-time course is variable and dependent upon the intensity of study. Further information about mode of study and maximum registration periods can be found in the [Framework and Regulations for Undergraduate Awards](#).

⁴ Details of standard entry requirements can be found in the [Admissions Policy](#) and further details about Disclosure and Barring Checks (DBS) can be found on the [University's DBS webpage](#).

⁵ The University reserves the right to make changes to course content, structure, teaching and assessment as outlined in the [Admissions Policy](#).

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construction, engineering or major infrastructure or smaller projects delivered by individuals or small teams. This means that it is important for you to understand how the principles of running a good project translate or are applied into the company and sector within which you work. In practice, this means that some of your learning will be through seminars and classes on campus and some of your learning will be supported by your employer. As you complete assessments you will show your understanding and ability to apply concepts by undertaking tasks related to your job.

Course Aims

- Ensure that you can demonstrate competence in areas of Knowledge, Skills and Behaviours as set out in the L4 Associate Project Manager apprenticeship standard.
- Provide you with an understanding of the fundamentals of project management and support you to apply these in your own work context.
- Encourage and support you to apply your learning to your work, to understand and solve problems and to communicate in a variety of ways to professional audiences.
- Challenge you to think in a sustainable way, alert to the positive impact that well-run businesses can have on the planet and to society.

Course Learning Outcomes

The following statements define what students graduating from the CertHE Associate Project Manager course will have been judged to have demonstrated in order to achieve the award. These statements, known as learning outcomes, have been formally approved as aligned with the generic qualification descriptor for level 4 awards as set out by the UK Quality Assurance Agency (QAA)⁶.

On successful completion of this programme and the achievement of 120 credits, you will be able to:

1. Understand and produce documentation that describes a project's scope.
2. Identify and monitor risks and project performance.
3. Monitor and report on project budgets.
4. Review and report on project performance.
5. Apply concepts, information and data to analyse real-world scenarios using a structure provided to you by the course team.

Course Design

The design of this course has been guided by the following Apprenticeship Standards:

- [Level 4 Associate Project Manager Apprenticeship Standard \(2024\)](#)

Course Structure

The CertHE Associate Project Manager comprises modules at level 4.

Module Specifications for each of these modules is included within the course handbook, available to students on-line at the beginning of each academic year.

⁶ As set out in the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(2014\)](#)
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Module Code and Title	Module Type*	Block
Planning and Scheduling a Project	Mandatory	1
Project Scope, Data and Risk	Mandatory	2
Finance, Budget and Procurement	Mandatory	3
Leading a Project	Mandatory	4

Awards

On successful completion of the course, students will be awarded a Certificate of Higher Education in Associate Project Manager.

Course Delivery

The course is delivered at Ipswich. Students studying full-time on Certificate of Higher Education in Associate Project Manager are likely to have approximately 120 contact hours for level 4. The contact hours will be a mix of lecture, seminar, and practical activity. Students will normally be expected to undertake 10-15 hours of independent study in an average week, but should be prepared for this to vary based on assignment deadlines and class exercises.

Course Assessment

A variety of assessments will be used on the course to enable students to experience and adapt to different assessment styles. The assessment methods used will be appropriate to assess each module's intended learning outcomes. Assessment on the course overall will be coursework based including essays, reports, presentations, group work, reflective learning journals and research projects.

End Point Assessment

All students on the course undertake an End Point Assessment (EPA) to complete their Level 4 Associate Project Manager apprenticeship. Students will be expected to undertake the EPA after the successful completion of their course. The EPA will be delivered by a separate training provider. The EPA will consist of a Written Project Report with Presentation and Questioning and a Professional Discussion Underpinned by Portfolio of Evidence. Following successful completion of the EPA students will achieve their Level 4 Associate Project Manager apprenticeship.

Course Team

The academic staff delivering this course are drawn from a team that includes teaching specialists and current practitioners. All staff are qualified in their subjects with their own specialist knowledge to contribute.

Course Costs

Students undertaking CertHE Associate Project Manager will not be charged tuition fees directly. Tuition fees will be agreed between the University and a student's employer. Students will be required to sign a commitment statement before starting their apprenticeship which will detail the student's, employer's, and University's expectations under the apprenticeship agreement.

Academic Framework and Regulations

This course is delivered according to the Framework and Regulations for Undergraduate Awards and other academic policies and procedures of the University and published on the [website](#).