

Level 4 Associate Project Manager Apprenticeship

including
CIPS Level 5 Advanced Diploma in Procurement and Supply

Delivery Proposal

Welcome

SR Supply Chain Consultants Ltd (SRSCC) is committed to developing individuals in procurement and supply chain management through vocational training and apprenticeships, including CIPS qualifications and Procurement and Supply Apprenticeships. We uphold the highest ethical standards and best practices, delivering training through innovative and flexible formats.

Building Skills, Empowering Futures.

About this Apprenticeship Standard.

Level 4 Associate Project Manager Apprenticeship including CIPS Level 5 Advanced Diploma

Only available through SRSCC, this programme **combines** the nationally recognised **Level 4 Associate Project Manager Apprenticeship** with the internationally recognised **CIPS Level 5 Advanced Diploma** in Procurement and Supply, creating project professionals with exceptional commercial, procurement and supply chain expertise.

This dual-award approach equips learners with the skills to lead projects while making informed commercial decisions that deliver organisational value.

Entry Requirements

Applicants should normally hold one of the following:

- CIPS Level 4 Diploma in Procurement and Supply
- OR**
- Level 4 Procurement and Supply Chain Practitioner Apprenticeship

Applicants should also be employed in a role where they can demonstrate the knowledge, skills and behaviours required by the apprenticeship standard.

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Knowledge.

The programme develops understanding of:

- Project governance
- Project lifecycles
- Business cases
- Stakeholder engagement
- Scope management
- Planning and scheduling
- Resource management
- Budget control
- Risk and issue management
- Quality management
- Procurement and commercial awareness
- Sustainability
- Data protection and compliance
- Digital project management
- Continuous improvement

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Skills.

Learners will develop practical workplace capability to:

- Deliver project activities
- Manage stakeholders
- Influence and negotiate
- Communicate effectively
- Monitor project performance
- Analyse project information
- Manage budgets
- Control project scope
- Manage project risks
- Produce project documentation
- Plan resources
- Support governance
- Deliver quality improvements
- Present project information

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Behaviours.

Learners will demonstrate:

- Professional integrity
- Accountability
- Collaborative working
- Flexibility
- Continuous professional development

Duration.

**14 - 18
Months**

overall duration, including
Apprenticeship Assessment

There are three main elements to this Apprenticeship:

Practical Period – on-programme learning, workplace application and the CIPS Level 5 Advanced Diploma in Procurement and Supply.

Apprenticeship Assessment – This is covered in in the Assessments section of this document.

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Assessments.

Assessment methods may include:

- CIPS Level 5 Advanced Diploma in Procurement and Supply
- Project Report with Q&A

Plus, one of the following:

- Professional discussion
- Presentation
- Portfolio of evidence with Q&A
- Questioning

CIPS Examinations

The CIPS Level 5 Advanced Diploma is assessed using a combination of multiple choice and essay-based examinations.

Off the Job Learning.

Off the job training, or “planned hours acquiring new knowledge and learning”, is a requirement of the DfE (Department for Education). This is a mandatory element of Apprenticeship Programmes funded via the Levy.

Off the job training is the working hours an apprentice is expected to spend acquiring new knowledge and learning. It is a government requirement and a key element of all Apprenticeship Programmes. Based on an apprentice's starting point, the planned off the job training hours will be unique to them and agreed by Employer, Apprentice and Training Provider. “Off the job” includes attending workshops, online learning and face to face sessions, assignments, assessments and revising for examinations.

In addition, off the job learning also includes the training that takes place in the workplace such as briefings, shadowing, supplier meetings or visits, H&S courses, new role and responsibility training, performance appraisals, working in other departments, being mentored or coached, and attending exhibitions and conferences.

Any learning activity that can link to a Knowledge, Skill or Behaviour of the standard is off the job!

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Benefits to Learner.

- **Achieve the Level 4 Associate Project Manager Apprenticeship**
- **Gain the CIPS Level 5 Advanced Diploma in Procurement and Supply**
- **Develop practical project management skills applicable across all sectors**
- **Improve leadership and communication capability**
- **Increase commercial awareness**
- **Enhance career progression opportunities**
- **Build confidence in managing complex projects**
- **Progress towards professional recognition within both project management and procurement disciplines**

Benefits to Employer.

- **Develop confident project professionals**
- **Improve project delivery and governance**
- **Enhance commercial awareness**
- **Build stakeholder management capability**
- **Improve risk management**
- **Strengthen planning and resource management**
- **Gain advanced procurement capability through the CIPS Level 5 qualification**
- **Improve organisational efficiency**
- **Maximise return on Apprenticeship Levy investment**

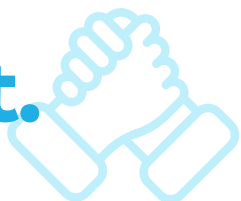
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Functional Skills.

Apprentices aged 16-18 are required to study towards English and Math Functional Skills Level 2 if GCSE's 4-9 have not been obtained. This will be included in Individual Learning Plan. Those aged 19+ who haven't obtained the Functional Skills Level 2 or GCSE's will be given an option to study towards this qualification fully supported by SRSCC knowing that outcome of assessment will not impact completion of apprenticeship.

Support.



For Employers.

Employers are supported at each stage of the Apprenticeship Programme through our Employer Engagement Strategy including:

- Progress Reviews
- Performance Management Support
- Account Management
- Apprentices Role Advertisement
- Line Manager Off the Job Training and Support

For Apprentices.

Our comprehensive engagement strategy is designed to ensure success and support Apprentices:

- Functional Skills Support (where eligible full support can be provided through levy)
- Young Learner Support
- Additional Learner Support
- Reasonable adjustment
- Line Manager and Apprentice Off the Job Plan Training
- Progress Reviews and Course Mentoring Support
- Response to Redundancy Support for Apprentices

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Price.

Levy Fee - Up to £7,000/Apprentice

Included in the fee:

- ✓ Apprenticeship Training
- ✓ Skills Coach
- ✓ Tutor Support
- ✓ Gateway Preparation
- ✓ Apprenticeship Assessment Preparation
- ✓ Learning Resources
- ✓ CIPS Level 5 Advanced Diploma in Procurement and Supply
- ✓ First year's CIPS Membership
- ✓ Initial CIPS Examination Fees

Additional Costs to consider

- CIPS examination resit fees
- CIPS membership renewal after the initial 12-month membership period

Any candidate that requires a resit will be fully supported by SRSCC. Resit and membership fees are controlled by CIPS and are subject to change.

Get in touch...

If you would like to register or require further information, please get in touch with us on:



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