RUNSHAW COLLEGE

Apprenticeship

Associate Project Manager
Level 4

Earn as you learn

Work as you learn

Industry-led **support**

#Future
#Project Manager

Average **salary*** once qualified £31,000 – £41,000



*Indeed.co.uk Nov 2025

Associate Project Manager Level 4

As an associate project manager, you will be responsible for supporting lead project managers by coordinating daily operations, maintaining project schedules, tracking deliverables, and managing stakeholder communication. This occupation is found in small, medium, and large organisations within the public, private and third sectors. You will work in all sectors such as government, retail, food and drink, infrastructure, education, charities, research, and banking. The working environment can vary, including being in an office, on site, at client and contractor locations, or working remotely.

You will be responsible for identifying, defining, and delivering some or all the aspects of a project's lifecycle within the limits set by the project manager. Associate project managers work on their own and in a range of team settings.

Delivery Model:
Four-weekly Teaching and Learning sessions on Teams, lasting on average one and a half hours, with eight-weekly reviews involving the line manager.

This apprenticeship is a 23-month programme, with Apprenticeship Assessment (AA) taking place during the course, with gateway to completion taking place at 18 months.

Apprentices must also complete 'off-the-job training' during working hours, gaining new knowledge, skills and behaviours beyond their usual duties.

Entry Requirements:
GCSE English and Maths at A*-C / 9-4 or equivalent.

Competent computer skills (qualification not required) and in a position that aligns with an associate project manager role. Applicants must also hold a Level 3 qualification or attend a tutor interview to assess suitability. If applicants do not hold the necessary grades, they may have the opportunity to complete a functional skills course alongside their apprenticeship.

Career Development:
Roles/Occupations may include Project Manager, Project Team Leader, Project Coordinator, Project Scheduler, Change Coordinator.

Main developmental aims

- Project management tools
- Project management techniques
- Managing information
- Managing stakeholders
- Research, analysis and evaluation
- Business requirements and objectives
- Regulation and legislation

Runshaw College Apprenticeships

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For more information about our courses, visit **runshaw.ac.uk**
call **01772 643008** or email **apprenticeships@runshaw.ac.uk**

Disclaimer - Although course details are correct at the time of printing, they may be subject to change or amendment.

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