

# Associate Project Manager with **PMP** \* Level 4

- Project Management Professional (PMP) - PMI
- Certified Associate in Project Management (CAPM) - PMI
- Project Management Qualification (PMQ) - APM

## Qualify you to be

- **Project Management Professional (PMP) qualification**
- **APM Project Professional Qualification (PPQ)**



\*An apprenticeship does not necessarily indicate that the learner is young, nor does it define a specific income, salary, or employment arrangement; it simply refers to gaining and applying knowledge and skills whilst in the workplace.

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# Kent Business College

**Greetings and a warm welcome to Kent Business College, the epitome of excellence in professional and academic management training and consultancy services.**

**Our core mission is to seamlessly integrate academic research with practical, real-world applications, establishing productive partnerships with employers.**

Our vision is to be a globally recognised centre of excellence in Project Control, Project Management, Project Science, and Strategic Project Leadership, renowned for translating cutting-edge research into pioneering solutions that drive organisational transformation and sustainable growth. We strive to build a distinguished educational ecosystem, where rigorous apprenticeships, world-class mentoring, and evidence-based practices empower individuals and organisations to master complexity and deliver exceptional outcomes. At the heart of this ambitious vision lies our unwavering commitment to cultivating elite talent, fostering professional excellence, and shaping the future leaders of project-driven industries worldwide.

At Kent Business College, we provide an exemplary education that embodies British values and prepares individuals for professional success. Our diverse offerings include apprenticeships, vocational training, Category C, and middle-level management training programs. Each program is designed to develop the next generation of leaders and innovators, empowering them to excel in their respective industries.

PREPARED BY  
**Kent Business College**

PREPARED FOR  
**Employers**

# Why Us?

## Expertise And Experience

Established in 2016, IBIS Consultancy has successfully trained over 1,200 learners by 2025 across the UK, USA, and Europe. Our programmes serve a diverse range of industries, including business consultancy, engineering and manufacturing, oil and gas, pharmaceuticals, healthcare, media, software and IT, and the government sector.

## Industry-Led Teaching

Our teaching team includes professors from the University of Kent, the University of Manchester, and Nottingham Trent University. Many are published authors and actively contribute to the development of professional standards with APM, PMI, Ofqual, and APMG—ensuring our programme reflects the latest industry and academic excellence.

## Tutoring Services

Tutoring is central to our programme's success. One-to-one and small-group support ensures learners receive tailored guidance, helping them apply knowledge in real-world settings. It's a key reason behind our 100% pass and retention rates.

## Consultants as Coaches

Our tutors are not just educators—they are seasoned consultants who have built Transformation and Project Management Offices and deliver expert services to major organisations. Through the apprenticeship programme, this wealth of expertise is now available directly to you. This isn't simply a teaching relationship—it's about embedding real-world knowledge and building long-term capability within your workplace

# 1,200+

Professional Training Delivered

# 4.8/5

Customer Satisfaction Rate

# 53

PMO & TMO Offices Established



# Our Educational Values

## The Five Pillars of Empowered Learning: Flexibility, Calm, Application, Support, and Steady Growth for Success.

Our secret lies in five simple values: learning without pressure, growing without limits, and applying knowledge through action. With flexible, stress-free support, one-to-one tutoring, and steady weekly habits, we turn small steps into lasting transformation—empowering you to succeed at your own pace, in your own way.

### 01 **Knowledge is a seed; action makes it bloom.**

We turn learning into real-world results—through expert teaching and weekly reflections, you'll challenge your current thinking and unlock your true potential.

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### 02 **Learning without pressure. Growth without limits.**

Life happens—we offer total flexibility. Need time off? Just let us know. We'll reschedule, and your tutor will personally help you catch up.

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### 03 **In a calm mind, knowledge sticks.**

Stress-free study leads to lifelong success. Our relaxed, supportive environment ensures learning fits your life—not the other way around.

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### 04 **Your goals, your pace, your tutor—your success.**

With one-to-one tutoring, you'll gain confidence, apply your learning in practice, and get the personal support to thrive—even if group settings aren't your style.

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### 05 **Small steps, every day—the real way to mastery.**

Just two hours of study and two hours of reading a week adds up to 400 pages and 200 hours of learning a year. The result? A transformed professional—ready for anything.

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# Our Five Secrets to Learning That Works

**All of our learners complete the programme and achieve success. With a 100% pass rate and a 100% retention rate, our track record speaks for itself.**

At Kent Business College, we believe that education should do more than fill a head with facts—it should change lives, build confidence, and deliver real, lasting impact in the workplace. Our educational values are simple, powerful, and built around real-life needs. These are the five guiding principles that define how we support learners and deliver value to employers.

## **1. Knowledge is a seed; action makes it bloom.**

Knowledge has no power unless it's put into practice. That's why we don't stop at classroom learning—we challenge our learners to reflect and act. Every week, learners are encouraged to write a short reflective piece (200–400 words) on how their learning connects to their work. It's not about ticking boxes; it's about thinking critically, identifying opportunities for improvement, and applying learning in the real world. This helps employers too—because when staff think deeply about their roles and how to improve them, businesses grow stronger, more agile, and more innovative.

## **2. In a calm mind, knowledge sticks.**

When learners feel safe, supported, and calm, they learn better. It's a simple truth backed by educational research. Our stress-free approach encourages curiosity, conversation, and creativity. We focus on creating a space where people can ask questions, make mistakes, and grow—without fear or pressure. This environment supports deep learning, which doesn't just help learners pass assessments—it builds long-term capabilities that serve individuals and employers for years to come.

## **3. Learning without pressure. Growth without limits.**

We know the pressures of modern life—tight deadlines, busy home lives, and unexpected challenges. That's why we've built a flexible learning system that supports, rather than stresses.

If learners are unwell, need a break, or are travelling, all they have to do is let us know. We'll happily reschedule missed sessions and provide one-to-one tutor support so no one falls behind. Our priority is keeping learners engaged and progressing at a pace that suits them.

The result? People stay committed, confident, and motivated throughout the programme—without the burnout.

## **4. Your goals, your pace, your tutor—your success.**

Not everyone learns the same way. Some people thrive in group discussions, while others need space and time to reflect. That's why we offer free, personalised one-to-one tutoring to all our learners.

This isn't just about extra help—it's about maximising potential. Whether someone struggles with a concept, prefers private discussion, or simply learns best one-to-one, we meet them where they are. And for employers, that means staff who are truly learning, not just attending.

## **5. Small steps, every day—the real way to mastery.**

Two hours of class. Two hours of reading. That's all we ask each week. It might not sound like much—but over 100 weeks, it adds up to something powerful.

That's around 400 pages of reading, 200 hours of guided learning, and countless opportunities to apply new ideas to real work. These small, consistent efforts compound over time—leading to real mastery. Our learners don't just pass; they transform.

Employers will see the difference too: more confident team members, better decisions, clearer communication, and measurable improvements in performance.

Programme  
Design



# Programme Overview



Welcome to the Associate Project Manager Apprenticeship Programme, an exciting entry point into the dynamic world of project management. This programme spans across multiple sectors, from construction and technology to healthcare, finance, and beyond. With the growing demand for skilled project managers, organisations seek individuals who can successfully deliver projects, manage stakeholders, and ensure that objectives are achieved on time, within scope, and to budget. Whether working for large corporations or innovative SMEs, Associate Project Managers are central to coordinating teams and driving projects that add measurable value.

The demand for Associate Project Managers becomes crucial when organisations face competitive and operational challenges—whether in digital transformation, infrastructure delivery, or organisational change—requiring careful planning, structured execution, and effective leadership. Core data in this field includes risk registers, project schedules, cost forecasts, performance reports, and stakeholder feedback.

Apprentices will be trained to provide structured, evidence-based advice to optimise project outcomes, ensuring that all phases of a project align with business goals. They will learn to interpret performance metrics, manage change effectively, and maintain governance standards while ensuring that projects remain adaptable to shifting circumstances. This involves using both traditional (Waterfall) and modern (Agile/Hybrid) methodologies to ensure efficiency and control.

The essence of the Associate Project Manager role is to make sure that projects are planned, managed, and delivered effectively, aligning with organisational strategy and objectives. Apprentices will learn how to define project scope, develop robust plans, and manage resources, risks, and budgets. They will also gain the ability to set measurable objectives, monitor performance, and use key project management methodologies to ensure successful outcomes. This training develops the capability to lead and motivate teams, engage stakeholders, and provide clear reporting to support strategic decision-making.

Throughout the programme, apprentices will gain a deep understanding of project management principles and their application across real business scenarios, learning to confidently challenge assumptions and offer practical solutions. This comprehensive training prepares them to collaborate with senior project managers, sponsors, and cross-functional teams, becoming vital contributors to organisational success.

By the end of the programme, participants will be well-equipped with specialised knowledge and skills in project planning, risk management, cost control, leadership, and stakeholder communication. They will be capable of influencing decision-making, supporting complex projects, and ensuring that project delivery effectively meets business objectives, creating measurable and lasting impact.



# Typical job titles include

## 01 Project Controls Core Roles

- Project Controls Engineer / Specialist: Monitors performance, cost, and schedule.
- Project Controls Manager: Leads project controls, ensuring alignment with business goals.
- Project Controls Analyst: Analyzes data, tracks progress, and provides insights.
- Project Controls Officer: Supports compliance and tracks performance.

## 02 Planning & Scheduling Roles

- Project Planner: Develops and maintains project schedules.
- Planning Engineer: Supports planning and schedule development.
- Scheduler / Scheduling Manager: Manages and coordinates schedules.
- Project Planning Lead: Leads the planning team and ensures schedule alignment.

## 03 Cost & Commercial Control Roles

- Cost Engineer: Oversees cost management and control.
- Cost Analyst: Analyzes and tracks project costs.
- Cost Controller: Ensures adherence to project budgets.
- Estimating Engineer: Prepares cost estimates and forecasts.
- Commercial Analyst: Provides financial insights for project control.

## 04 Risk & Change Control Roles

- Risk Analyst / Risk Manager: Identifies and manages project risks.
- Change Control Manager: Oversees change management processes.
- Integrated Assurance / Risk Coordinator: Coordinates risk management and assurance activities.

## 05 Programme & Project Management Roles

- Assistant Project Manager: Supports project management, progressing to full PM roles.
- Programme Controls Officer: Monitors and controls programme activities.
- PMO Analyst / PMO Manager: Focuses on project controls within the PMO framework.

## 06 Sector-Specific Titles

- Project Controls Consultant: Provides specialized project controls advice.
- Project Controls Lead (Infrastructure/Engineering): Leads project controls in infrastructure or engineering projects.
- EVMS Specialist: Specializes in Earned Value Management for performance analysis.

# Professional Recognition

**The programme is structured around three core pillars:** Project Management Professional **(PMP) - PMI**, Certified Associate in Project Management **(CAPM) - PMI**, Project Management Qualification **(PMQ) - APM**

This programme is designed to provide a comprehensive learning experience that combines theoretical knowledge with hands-on industry expertise. Developed in collaboration with leading project management bodies like the Project Management Institute (PMI) and the Association for Project Management (APM), the curriculum ensures that learners acquire the latest knowledge, tools, and techniques essential for excelling in the fast-paced world of project management. Apprentices will gain valuable insights into project management fundamentals, project planning, and risk management, which are crucial for success in today's competitive environment.

Throughout the programme, apprentices will have the opportunity to earn a range of professional certifications, which will enhance their qualifications and career prospects in the project management field. These certifications, such as the Project Management Professional (PMP) from PMI, the Certified Associate in Project Management (CAPM) from PMI, and the Project Management Qualification (PMQ) from APM, provide industry-recognized credentials that highlight expertise in project management practices, project leadership, and performance evaluation. Earning these prestigious qualifications will significantly boost an apprentice's credibility, allowing them to demonstrate their project management knowledge and practical experience to current or future employers.

By combining real-world skills, professional recognition, and a clear progression route, this apprenticeship offers learners the opportunity to become well-rounded project management professionals with the credibility to succeed in a competitive industry.

**APPROVED BY**  
**Association of Project Management**

**CHARTERED**  
**Project Management Institute)**

# Programme Design

## Professional Certificates

This is a one-year programme, requiring a commitment of approximately two hours per week for online classes, complemented by optional face-to-face workshops at the end of each module in major UK cities, including London, Kent, Nottingham, Derby, Birmingham, York, and Manchester. The programme spans 11 months, with an additional three months allocated for End Point Assessment (EPA) preparation.

Programme sessions are held weekly on Wednesdays, from 9:00 to 11:00 AM or 1:00 to 3:00 PM. While the professional qualifications are optional, they are strongly recommended. Kent Business College offers full financial support for the assessment fees, professional qualifications, and associated memberships. Please note that this bursary is not funded by the Department for Education. To confirm your eligibility, you must contact us directly.

The programme incorporates two professional certificates includes:

- Project Management Professional (PMP) qualification
- APM Project Professional Qualification (PPQ)

### The Programme Schedule

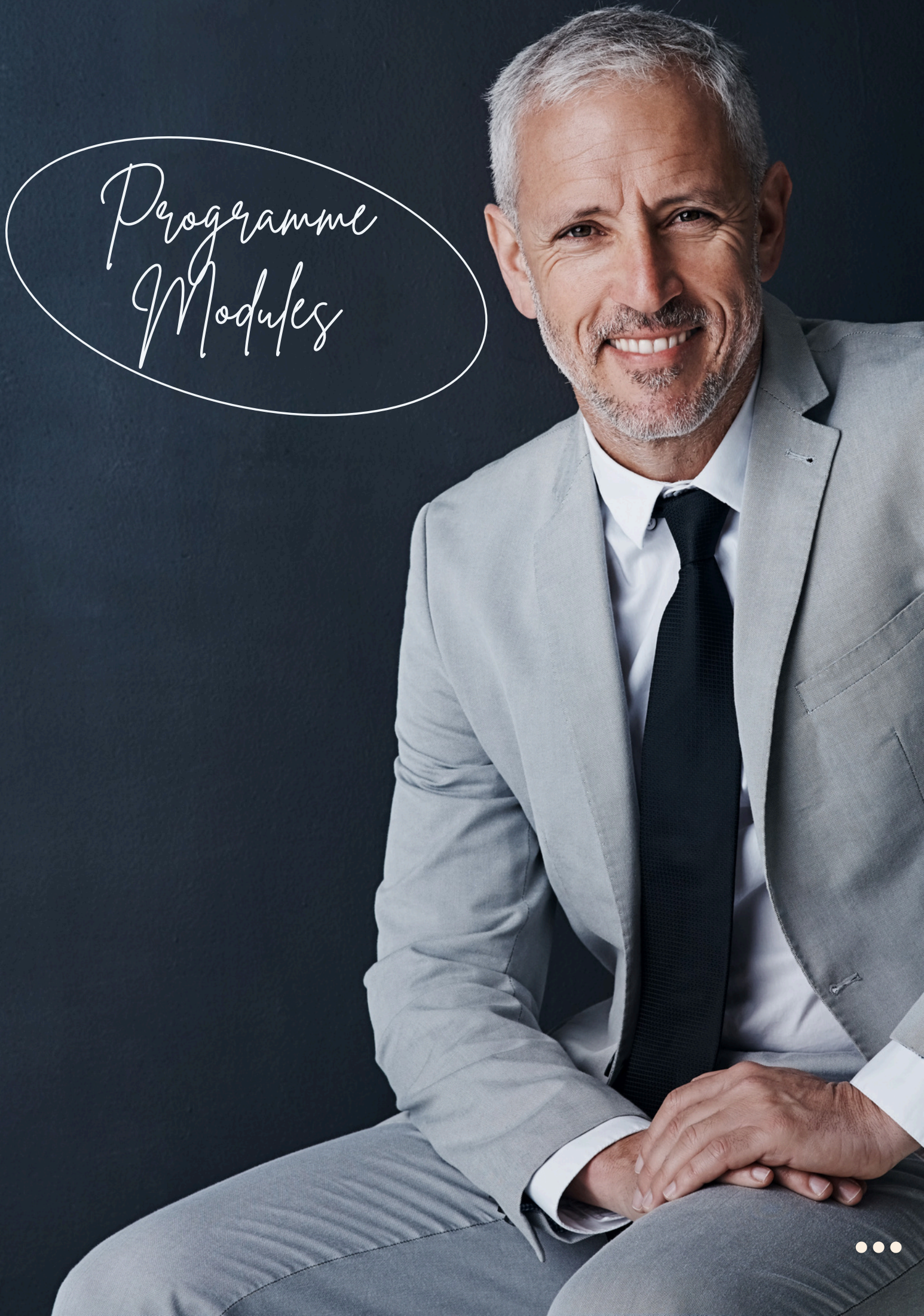
- **11 Months + 3 Months End-Point Assessment (EPA) Preparation Period**

Module	Hours	Weeks	Months
<b><u>soft start</u></b>		4	1
<b><u>Project Management Professional (PMP) - PMI</u></b>	72	40	10
In the last week, one day face to face workshop – 8 Hours			
Total		44	11

**\* All these exams, and membership fees, are not obligatory and not covered by Department of Education. They are funded by Kent Business College.**

**Note:** The cost of exams, professional memberships, certifications, optional workshops, and the graduation ceremony are not covered by Department for Education funding. These are fully funded by Kent Business College on a discretionary basis. Places are limited and not guaranteed – please contact us directly to confirm your eligibility for a fully funded place in your cohort.

Programme  
Modules



The apprenticeship programme mandates a commitment of 7 hours per week dedicated to off-the-job training (Total 348 Hours). This includes:

- Structured Learning: 2 hours of attending online classes.
- Self-Study: 2 hours allocated for reading materials and completing 10 to 20 multiple-choice questions.
- Reflective Practice: 3 hours each week devoted to writing a reflective report. This report should detail how the topics covered in the classes are applicable to professional settings.

These hours are flexible and can be adjusted week-to-week depending on the participant's workload. The total of 6 hours may also encompass tutoring and other educational activities led by the employer. Any additional training time beyond the stipulated 6 hours can be scheduled outside of regular working hours.

Participants are required to log 28 hours of off-the-job training per month, or 84 hours over a three-month period.

### Programme Format

The entirety of the programme is delivered online. However, at the end of each module, there are optional face-to-face workshops. These workshops are held in one of the following major service areas: London, Kent, Nottingham, Derby, Birmingham, York, and Manchester.

The Associate Project Manager with PMP Programme is delivered over 15 months, offering a structured journey toward internationally recognised certifications and chartered status. The programme begins in Month 1 (Week 1) with Project Management Professional (PMP) - PMI running until Month 8 (Week 36). Gain in-depth knowledge of project management best practices and principles. This module prepares you for the globally recognised PMP certification and teaches you to manage projects from initiation to completion, focusing on scope, time, cost, and quality control.

The second Module, Certified Associate in Project Management (CAPM) - PMI in Month 9 (Week 37) and concludes in Month 13 (Week 53). This module helps you build foundational project management skills, preparing you for the CAPM certification. Learn about project lifecycle, planning, and execution phases while gaining practical insights into project management.

The third Module, Project Management Qualification (PMQ) - APM in Month 13 (Week 54) and concludes in Month 10 (Week 74). This module focuses on developing practical project management skills and knowledge, preparing you for the PMQ certification. Learn key project management processes, techniques, and methodologies used in managing projects across industries.

# Timeline

1-36 W

Project Management Professional (PMP) - PMI

1-16 W

Planning | Certified Associate in Project Management

1-20 W

Project Management Qualification (PMQ) - APM

# Project Management Qualification (PMQ) - APM



## Overview:

Project Management is about more than just managing tasks—it's about ensuring successful delivery that drives organisational value. This module equips learners with the knowledge and practical tools to manage projects effectively from initiation to closure. Aligned with PMI's globally recognised PMP framework, it focuses on scope, time, cost, risk, and quality management, ensuring projects are delivered on time, within budget, and to the highest standards.

## Key Learning Outcomes:

- Master project management processes across the five domains: Initiating, Planning, Executing, Monitoring & Controlling, and Closing
- Apply key tools and techniques such as Work Breakdown Structures (WBS), Critical Path Method (CPM), and Earned Value Management (EVM)
- Learn to set measurable objectives, manage project risks, and control project scope
- Develop leadership, communication, and stakeholder management skills
- Ensure projects align with strategic business goals and deliver tangible benefits

## Additional Features:

- Real-world case studies from international projects across industries
- End-of-module practical assessment using simulated project scenarios
- Integration of performance metrics and reporting tools into project decision-making
- Emphasis on sustainability, ethics, and governance in project management
- Prepares learners for the PMP Certification Exam, building both technical and leadership competencies

## Ideal for

- Aspiring project managers and professionals who want to achieve the globally recognised PMP certification while gaining a comprehensive understanding of project management best practices and principles.



**Duration:** 72 hours, 36 weeks



# Certified Associate in Project Management (CAPM) - PMI



## Overview:

Project management is essential for ensuring that projects are completed successfully and efficiently. This module provides the foundational skills and knowledge required for the CAPM certification. Learners will explore the project lifecycle, from initiation to closure, and gain practical insights into planning, execution, and monitoring. The focus is on developing a strong understanding of project management principles, enabling professionals to confidently support project delivery

## Key Learning Outcomes:

- Understand the five process groups: Initiating, Planning, Executing, Monitoring & Controlling, and Closing
- Learn key project management concepts, tools, and techniques, including risk management, stakeholder engagement, and resource allocation
- Develop practical skills in managing project scope, time, and costs, while maintaining project quality
- Gain insights into the Project Management Institute (PMI) standards and best practices

## Additional Features:

- Case studies from real-world projects, showcasing practical applications of CAPM principles
- Interactive assignments and exercises focused on problem-solving and decision-making
- Focus on communication, teamwork, and leadership skills for junior project management roles

## Ideal for

- Aspiring project managers and professionals who want to achieve the globally recognised PMP certification while gaining a comprehensive understanding of project management best practices and principles.



**Duration:** 72 hours, 16 weeks



# Project Management Qualification (PMQ) - APM



## Overview:

This module focuses on developing practical project management skills and knowledge, preparing learners for the APM's Project Management Qualification (PMQ) certification. It covers essential project management processes, techniques, and methodologies used across industries. Learners will gain a strong foundation in managing projects, ensuring they can effectively plan, execute, and close projects on time and within scope.

## Key Learning Outcomes:

- Master core project management processes, including project initiation, planning, execution, monitoring, and closure
- Apply key tools and techniques like Gantt charts, risk assessments, and project schedules to drive project success
- Learn to manage project resources, budgets, and timelines efficiently
- Understand stakeholder engagement and communication strategies for effective project delivery
- Develop the skills necessary to assess and mitigate risks throughout the project lifecycle

## Additional Features:

- Case studies from a variety of industries to illustrate best practices and lessons learned
- Practical assessment through project-based simulations and real-life scenarios
- Focus on project governance, sustainability, and ethical considerations in managing projects
- Prepares learners for the PMQ Certification Exam, strengthening both technical project management and leadership skills

## Ideal for

Project managers, aspiring professionals, and individuals seeking to formalise and enhance their project management skills with a globally recognised qualification.



**Duration:** 40 hours, 20 weeks



*Workload &  
Graduation  
Ceremony*



# Workload

We're not just building knowledge—we're also developing the skills and behaviours that drive professional success.

In accordance with Department for Education guidelines, learners are expected to complete a minimum of six hours of off-the-job training per week, designed to build their knowledge, skills, and behaviours. This includes two hours of live online sessions each week over the 24-month programme to develop core knowledge, two hours of independent study involving weekly reading (5–10 pages) and a short multiple-choice quiz (20 questions), and two hours of reflective writing, where learners produce a 400-word reflection on how the session's topics can be applied in their professional role. Additional optional hours are available for one-to-one tutor support and face-to-face workshops, offering further personalised development opportunities.

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01 2 Hours Attending the Online Classs

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02 2 hours for reading the material and answering 20 MCQs Quiz

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03 2 hours for writing 400 words reflective report

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04 Meeting the tutor (Optional)

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05 Attending face to face workshops (Optional)

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SERVICE OFFERED

**Face to Face optional workshops**

COST OF IT

**No Cost - Free**

# One to One Coaching

**Project Management is not a one-size-fits-all discipline—it varies across industries, each with its own unique challenges, audiences, and strategies. The Marketing Executive Apprenticeship provides a tailored approach, equipping you with the skills to develop and execute effective marketing campaigns specific to your sector’s needs.**

That’s why, at Kent Business College, we offer personalised coaching and tutoring in both one-to-one and one-to-five formats. This is not just about learning theory. It’s about applying knowledge directly to your sector, your role, and even your organisation.

You’ll be paired with a tutor who doesn’t just understand the theory—they live and breathe your field. Every tutor on our programme holds a PhD or equivalent qualification and has extensive professional experience in your industry. Many are active consultants advising real businesses on real projects, which means you benefit from insights that are practical, current, and directly relevant to your work.

These personalised sessions are designed to:

- Tailor project management tools and frameworks to your sector and organisation.
- Help you relate course content to your professional reality.
- Provide bespoke guidance on assignments, applications, and reflective reports.
- Ensure that you’re not just learning, but transforming the way you work.

Whether you need focused one-to-one support or prefer the collaborative energy of a small peer group, our tutoring model ensures you get the individual attention and expert advice needed to turn your learning into professional impact.

At Kent Business College, we don’t just teach Marketing Executive – we help you master it, in your own context, at your own pace.

SERVICE OFFERED

**Tutoring and Coaching**

COST OF IT

**Cost - Free**

# Employer Information Pack



# Graduation Ceremony

Join us in celebrating success at our graduation ceremony, held at the historic Rochester Cathedral in Kent.



This programme is delivered at Level 4, equivalent to a professional accreditation in the Project Management field. To honor your achievement, we host a formal graduation ceremony at the historic Rochester Cathedral in Kent.

Graduates will wear our distinctive academic dress—blue for Level 4 and purple for Level 6—symbolising the journey and success of each learner.

**As a Kent Business College alumnus, you join those who believe in the power of habits and values, and go on to make a lasting impact on the world.**

As a gesture of celebration, each graduate is welcome to invite up to three guests free of charge. We do not charge for the graduation ceremony; it is our gift to you in recognition of your hard work and dedication.

SERVICE OFFERED

**Graduation Ceremony**

COST OF IT

**Cost - Free**



# Employer Benefits

## Project Management Professional & APM PMQ Pathway

### Academic Evidence

Project management and project controls capability are widely recognised as critical drivers of organisational success. Research from the Association for Project Management (APM) and PMI highlights that organisations with mature project management practices consistently deliver projects more effectively, achieving better outcomes in cost, time, and quality.

Investment in structured development pathways such as the Project Controls Professional apprenticeship and APM PMQ enables organisations to build internal capability in areas such as planning, risk management, cost control, and performance monitoring. This reduces reliance on external consultants and strengthens governance across projects and programmes.

Evidence also shows that organisations with skilled project professionals experience improved decision-making, greater predictability in delivery, and increased ability to manage complexity and change. This directly contributes to improved business performance, operational resilience, and long-term strategic success.

### Our evidence\*

- We work as a delivery partner to support organisations in strengthening their project and programme capability, focusing on real business outcomes rather than theory alone.
- Our Project Controls Professional and APM-aligned programmes develop practical skills in planning, scheduling, cost management, risk analysis, and performance reporting — directly applicable to live projects.
- Organisations we support have reported measurable improvements, including:
- Increased project delivery confidence through better forecasting and control mechanisms
- Reduction in project delays due to improved planning and risk mitigation
- Enhanced cost visibility and financial control across project lifecycles
- Stronger cross-functional collaboration and governance
- By developing internal project capability, organisations build a sustainable talent pipeline, improve retention, and ensure consistent delivery standards across all projects and programmes.

**Organisation examples are indicative and used to demonstrate typical outcomes achieved through programme participation.**

# Cost of the Programme

## Associate Project Manager with PMP \* Level 4 fee is £7000

### Funding Information

#### Scenario A

Levy-paying employer

Associate Project Manager with PMP \* Level 4 is paid from levy funds.

**Programme Tuition: Training fee (£7,000)**

#### Scenario B

Non-levy employer

Associate Project Manager with PMP \* Level 4 is paid from Government funds 95% (£6,650) of the training fee

#### Scenario C

##### Learner under 20

Associate Project Manager with PMP \* Level 4 is paid from The Department for Education funds 100% of the £7,000 training fees.

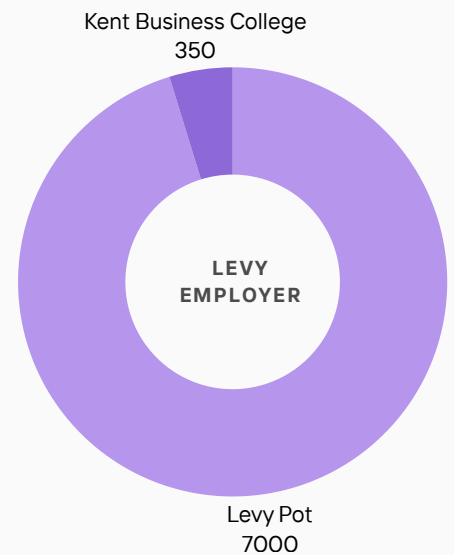
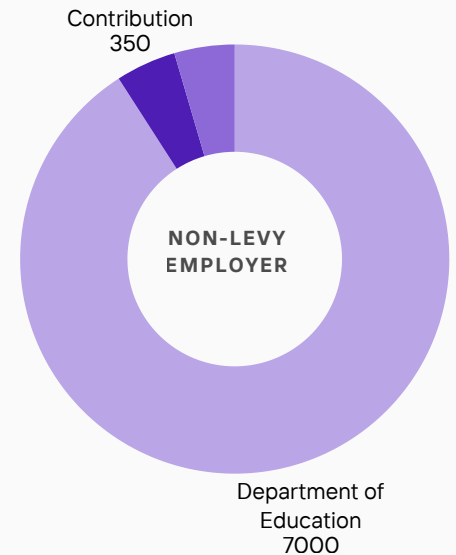
### Fully Funded by Kent Business College

In addition to tuition, learners benefit from a comprehensive package of professional development and recognition, valued at £300, which is fully funded by Kent Business College. This includes:

- Examination fees
- Professional memberships
- Chartered application support
- Face-to-face revision workshops
- Graduation ceremony (including guest invitations and academic dress)

These additional costs are not covered by the Department for Education, but Kent Business College offers them as a bursary, available to a limited number of learners per cohort.

To check your eligibility for this fully funded package, please contact: [office@kentbusinesscollege.com](mailto:office@kentbusinesscollege.com)



# Requirements



## English and Maths

GCSE Maths and English (Functional Skills) are not mandatory requirements for enrolment onto this programme. However, if the learner and employer would like the learner to enrol onto fully funded Functional Skills courses in English and Maths, this can be arranged upon request. Alternatively, the learner and employer should confirm if they do not wish to pursue these additional qualifications.

## Residency

### UK Nationals:

- Must have been ordinarily resident in England (Not Scotland or Northern Ireland), the British Overseas Territories, or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous three years before the start of the apprenticeship.

### Non-UK Nationals:

- Must have been ordinarily resident in the UK and Islands for at least the previous three years on the first day of their apprenticeship.
- Must have permission from the UK government to live in the UK (not for educational purposes) or have obtained pre-settled or settled status under the EU Settlement Scheme (EUSS).

### Asylum Seekers and Individuals with Further Protection Submissions:

- Must have a valid permission to work granted by the Secretary of State for the Home Department.
- This permission to work will only be valid until the claim has been finally determined and any appeal rights have been exhausted (EP354.1).

More details from here <https://www.gov.uk/guidance/apprenticeship-funding-rules-for-employer-providers/annex-a-eligibility-criteria-who-we-fund>



# What is Next ?

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## 01 Employer signs the online agreement

To formalise the partnership, the employer signs the online agreement at:

[www.ibisconsultancy.com/employeragreement](http://www.ibisconsultancy.com/employeragreement)

Next, add IBIS Consultancy LTD as the training provider on your [Apprenticeship Service Account](#).

If you don't yet have an account, you can follow this [video guide](#) to create one and add us as a preferred provider.

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## 02 Learner Enrolment

After the agreement is signed, we send the learner an enrolment link via APTM. Learners may begin completing it independently, but we strongly recommend [booking an enrolment](#) meeting with our team for guidance. As part of the process, learners will complete a short basic English and maths assessment (approx. 10 minutes) to confirm their ability to read, write, and perform basic calculations—there is no pass or fail.

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## 03 Compliance Meeting

Once enrolment is complete, the learner and their line manager book a [compliance meeting](#) with our Compliance Team and Senior Teacher. This 30-minute meeting is used to review, confirm, and sign off the training plan, ensuring all parties are aligned before the programme begins.

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*KSBs of the  
Programme*



# Knowledge, Skills & Behaviours (KSB)



Knowledge, Skills & Behaviours (KSBs) are the foundation of any apprenticeship. They represent the core attributes an apprentice must demonstrate to be deemed competent in their occupation. KSBs are outlined in the apprenticeship standard and the assessment plan for the program.

## Knowledge

- K1 : The differences between projects and business as usual.
- K2 : The importance of alignment between the project and organisational objectives.
- K3 : The interdependencies between project, programme, and portfolio management.
- K4 : Techniques used to understand the project context, such as PESTLE (political, economic, social, technological, legal, and environmental), SWOT (strength, weakness, opportunities, threats) or VUCA (velocity, uncertainty, complexity, ambiguity).
- K5 : The need and benefit of the project governance structure, requirements, and process and the impact on their role.
- K6 : The differences and comparative benefits between functional, matrix and project structures.
- K7 : Different roles and responsibilities within a project environment.
- K8 : The differences and comparative benefits between linear, iterative and hybrid life cycle approaches.
- K9 ; Importance, content, and purpose of a business case.
- K10 : Approaches to the maintenance of a business case and the management of the benefits which will be achieved upon the successful delivery of the project.
- K11 : The purpose, format, and significance of the project management plan.
- K12: Methods used to define, record, integrate, deliver, and manage scope.
- K13 ; The identification, analysis, and management of stakeholders.
- K14 : Communication techniques and approaches to interact with stakeholders to meet their requirements.
- K15 : The use of information management.
- K16 : Techniques for managing conflict and negotiation.
  
- K17 : Techniques for working collaboratively within a team and with stakeholders.
- K18 ; How and when to apply different estimating methods.
- K19 : Configuration management and change control.
- K20 ; The principles of earned value management (EVM) and the interpretation of EVM information.
- K21 : Project scheduling and maintenance, including critical path analysis.
- K22 ; Allocation and management of resources throughout the project life cycle.
- K23 : Principles of project risk and issue management.
- K24 ; Procurement strategies and processes that are both ethical and sustainable.
- K25 : The role and purpose of quality requirements, planning and control in a project environment.
- K26 ; Principles for evaluating project success, including how lessons learned are captured and can impact future project delivery.
- K27 : Relevant regulations and legislation such as data protection, and how they impact on their role.
- K28 : The impact of project objectives and how to respond to challenges around sustainability and the UK Government's policy to achieve net carbon zero.
- K29 : Principles of conducting project management activities which are ethical and inclusive.
- K30 : Technology and software used in the performance of project management activities.
- K31 : Presentation tools and techniques.



## Skills

- S1 : Use project monitoring and reporting techniques to track, interpret and report on performance.
- S2 : Manage and engage with stakeholders.
- S3 : Influence and negotiate with others to create a positive outcome for the project.
- S4 : Resolve conflict as and when required with stakeholders within limits of responsibility.
- S5 : Adapt communications to different stakeholders.
- S6 : Communicate and support the project vision, to ensure buy in to the project objectives.
- S7 : Collate and analyse information and provide input to support negotiations relating to project objectives.
- S8 : Monitor and analyse project budgets.
- S9 : Review and provide feedback on a project business case to ensure the project remains valid.
- S10 : Apply change control processes to support the management of project scope.
- S11 : Evaluate an integrated project management plan to provide recommendations on areas for improvement.
- S12 : Prepare, monitor, and schedule activities that contribute to the delivery of the overall project schedule and objectives.
- S13 : Evaluate and make recommendations on the risk management plan to threats to delivery and recommend solutions.
- S14 : Identify and monitor project risks and issues; and plan and implement responses to them.
- S15 ; Deliver a Quality Management Plan which contributes to quality control processes.
- S16 : Use an organisation's continual improvement process including lessons learned to improve performance.
- S17 : Support the preparation or maintenance of a resource management plan for project activities.
- S18 : Work with stakeholders to deliver the project.
- S19 ; Use digital tools and software to meet project objectives for example research, collaboration, presentations, and resolution of problems.
- S20 : Provide underpinning data to support the written submission through the governance process.
- S21 : Work within the approved project budget.
- S22 : Ensure that integrated schedules support critical path analysis, interface management, resource forecasting and risk management.
- S23 : Apply relevant legislation, regulations, codes of practice, and ethical guidance where appropriate to their work.
- S24 : Use data to inform decisions on actions to take to mitigate risks on project.
- S25 : Use configuration management and change control to schedule and maintain projects.
- S26 : Manages resources through the project lifecycle.



## Behaviours

- B1 : Works flexibly and adapts to circumstances.
- B2 : Works collaboratively and builds strong relationships with others across the organisation and external stakeholders.
- B3 : Has accountability and ownership of their tasks and workload.
- B4 : Operates professionally with integrity and confidentiality.
- B5 : Seeks learning opportunities and continuous professional development.



# FAQs

## Can I apply for this program as an individual?

- No, this apprenticeship is intended for employees working within organizations. If you are currently unemployed, you are not eligible to apply for this opportunity. However, if you are a UK national or have resided in the UK for at least three years, we can assist you in securing an apprenticeship opportunity with one of the UK organisations..

## How is an apprenticeship different from traditional education programs?

- The apprenticeship program is designed to meet the specific needs of both employers and employees, offering a highly individualised experience. The primary focus is on the practical application of tools rather than just theoretical knowledge of market research, aiming to produce work-related outcomes.

## If I suspend the programme, do I have to pay back the money?

- No, you do not! This is not a loan and is not repayable by the employee or employer.

## What happens if I leave the company or face redundancy?

- In the case of redundancy, we encourage your employer to give at least 3 months' notice so we can support you in finding a new role with one of our employer partners. If you find a new job, you can continue your education with the new company—provided they are happy to sign the agreement.

## What if I'm too busy to attend sessions?

- No worries! Our tutors are here to support you and can provide one-to-one catch-up sessions when you're available. Just keep us informed of your schedule. As long as you provide evidence of learning each month, we can work around your availability.

## Who will assess the learner?

- Assessments will be conducted through an independent End Point Assessment (EPA), which is regulated by the UK government. The EPA includes two components: a presentation and a professional discussion. The EPA is NSAN.

## Do I need to travel to London or Kent to participate in this program?

- No, all events and the supervision process are conducted online, eliminating the need for travel to attend the course. In case of 4 or more delegates in the same workplace, teacher will visit your workplace for teaching, or sessions can be arranged face-to-face near your workplace.

## Will I need a student visa to enroll in this program?

- This program is not government-funded for individuals residing outside the UK. However, it can be self-funded by corporations interested in enrolling their employees.

# Kent Business College

- Kent Business College is a Limited Liability Company, incorporated in the UK in 2016
- Registration no. 10367575
- VAT registration no. 441 4420 31
- UK Provider Reference Number (UKPRN) is 10093689
- Project Management Institute (PMI) Premier Accredited Trainer Provider no. C005249
- CPD Membership no. is 19054
- OTHM Registered Service Provider No. DC2312832
- ISO 9001 Accreditation certificate no. is 9891475

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