Project Control Professional Apprenticeship* Level 6

- Project Management Professional (PMP)
- Schedule Professional (SP - PMI)
- Earned Value Management (APMG)
- Project Planning an Control (PPC - APMG)
- Risk Management Level 1 and 2 (APM)

Qualify you to be

- Chartered Professional Project (ChPP - APM)
- Incorporated Cost Engineer/

Certified Cost Engineer (CaSA - AcostE)

*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.

2026

Table of Content

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.

PREPARED BY
Kent Business College

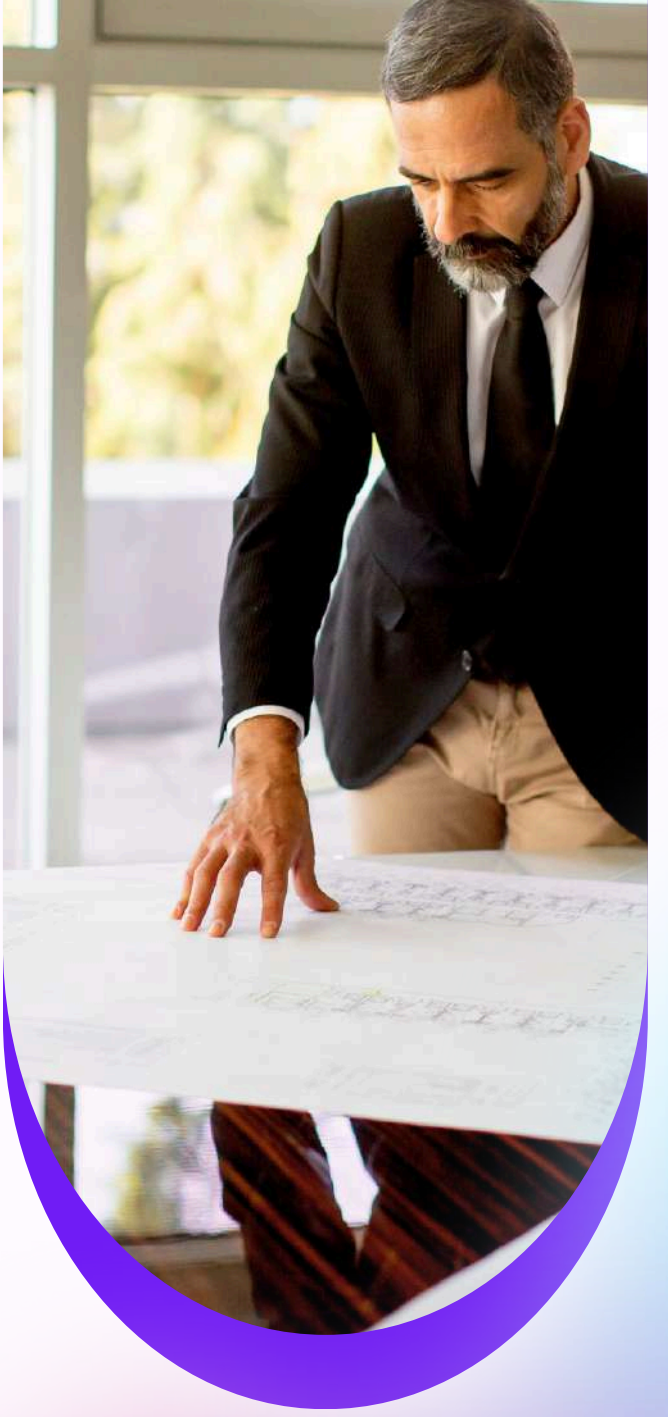
PREPARED FOR
Employers

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.

Why Us?



Expertise And Experience

Established in 2016, Kent Business College 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.

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.

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.

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.

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.

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 Project Controls Apprenticeship Programme, a pivotal entry point into the dynamic fields of engineering and manufacturing. This programme caters to sectors ranging from energy (renewables and nuclear) to infrastructure, Petro-chemical, aerospace, pharmaceutical, transportation (highways and rail), utilities, and Defence. There is a burgeoning demand for skilled project control professionals capable of steering complex projects from conception through to completion, such as HS2, Hinkley Point C, Dreadnought, and Thames Tideway.

The need for PCPs becomes critical when projects involve significant risks—be they commercial, safety, environmental, legal, or personnel-related—requiring independent assurance and meticulous verification of technical details. Technical data in this realm includes cost details, estimates, schedules, risk assessments, scoping documents, and engineering plans, among others.

Apprentices will be trained to provide strategic, authoritative advice to steer projects effectively, ensuring the integrity and accuracy of project data, interpreting reports, and providing crucial insights into project health. They will learn the importance of independent project control from project management to ensure unbiased and effective oversight.

The essence of the Project Controls Professional (PCP) role is to guarantee that multifaceted engineering and infrastructure projects meet their objectives in terms of safety, timeliness, cost-effectiveness, and quality. Apprentices will learn to critically analyse, interpret, and evaluate a wide array of technical information to create effective coding structures, establish cost and time objectives, and devise solid recommendations and recovery strategies for project management teams.

Throughout the programme, delegates will gain a deep understanding of the technical data and its implications across a project's lifecycle, learning to confidently challenge assumptions and interpret data within the context of project control. This comprehensive training prepares them to work alongside project, programme, and portfolio managers, becoming indispensable in managing complex projects.

By the end of the programme, participants will be well-equipped with specialised knowledge and skills in data validation, integration, assurance, and accountability. They will be capable of influencing decision-making processes and leading subordinate project control disciplines such as estimators, planners, schedulers, and cost controllers.

Typical job titles include

01

Project Manager

Responsible for planning, executing, and closing projects. Their role involves coordinating the efforts of team members and stakeholders to deliver projects within specified timeframes, budgets, and quality standards.

02

Cost Engineering Lead

Oversees the cost engineering team, focusing on accurate cost estimation and control throughout the project lifecycle. This role ensures that budgets are realistic and adhered to, and financial risks are minimized.

03

Estimating Lead

Responsible for leading the estimating team that provides detailed project cost forecasts. This includes compiling data on costs and schedules to create a comprehensive budget that guides project decision-making.

04

Head of Planning

Directs the planning department, ensuring that all aspects of project scheduling and timeline management are efficiently handled. This role is crucial for maintaining project timelines and ensuring milestones are met.

05

Heads of Profession (e.g., Head of Cost Engineering)

Senior roles that guide and set standards for specific professional areas within project controls. They ensure best practices are followed and that their teams are highly skilled and effective.

06

Planning Lead

Focuses on developing and maintaining detailed project schedules. This role collaborates closely with project managers and other department leads to ensure that the project progresses on time and within scope.

07

Project Controls Manager

A pivotal role that oversees the integration of cost, schedule, and risk management. This manager ensures that projects are completed within the approved budget and timeline and meet all specified requirements.

08

Risk Management Lead

Specialises in identifying, analysing, and mitigating risks that could impact the project. This role involves developing risk management plans and strategies to prevent or address potential issues.

09

Scheduling Lead

Manages the scheduling team to develop, maintain, and analyze project schedules. The lead ensures that all project activities are planned accurately and are executable within the established timeframe.

Professional Recognition

The programme is structured around three core pillars: the Level 6 Project Control Professional Apprenticeship, recognised professional accreditations, and the opportunity to achieve a chartered designation.

The Level 6 Project Control Professional (PCP) standard is recognised by both the Control and Authority Skills Association (CaSA), formerly known as the Association of Cost Engineers (ACostE), and the Incorporated Cost Engineers (ICostE). Through Kent Business College's tailored programme, developed in exclusive partnership with the Association for Project Management (APM), learners who successfully complete the programme will be eligible for Chartered Project Professional (ChPP) status, as well as accreditation as an Incorporated Cost Engineer or Certified Professional Cost Engineer from CaSA (ACostE).

This esteemed standard has been developed in collaboration with a broad array of industry-leading employers, including the Engineering Construction Industry Training Board (ECITB), Fluor Corporation, Defence Engineering Services (DES), Atomic Weapons Establishment (AWE), Engie, EDF Energy Nuclear New Build (EDF NNB), Magnox Ltd., Prima Uno Ltd., Turner and Townsend, QinetiQ, Wood PLC, WSP Global Inc., Amey plc, BAE Systems, Bechtel Corporation, HS2 Ltd., KBR, Blackpool and The Fylde College, 20/20 Business Insight, Bridgwater & Taunton College, Project Controls Institute, Technical Assurance & Support Company (TASC), and the National Skills Academy Nuclear (NSAN), which also oversees the end-point assessment..

APPROVED BY
Association of Project Management

CHARTERED
Project Professional

Programme Design

The programme is structured around three core pillars: the Level 6 Project Control Professional Apprenticeship, recognised professional accreditations, and the opportunity to achieve a chartered designation.

Professional Certificates

This is a two-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. The delivery of the programme spans 24 months, with an additional six months allocated for the End Point Assessment (EPA).

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.

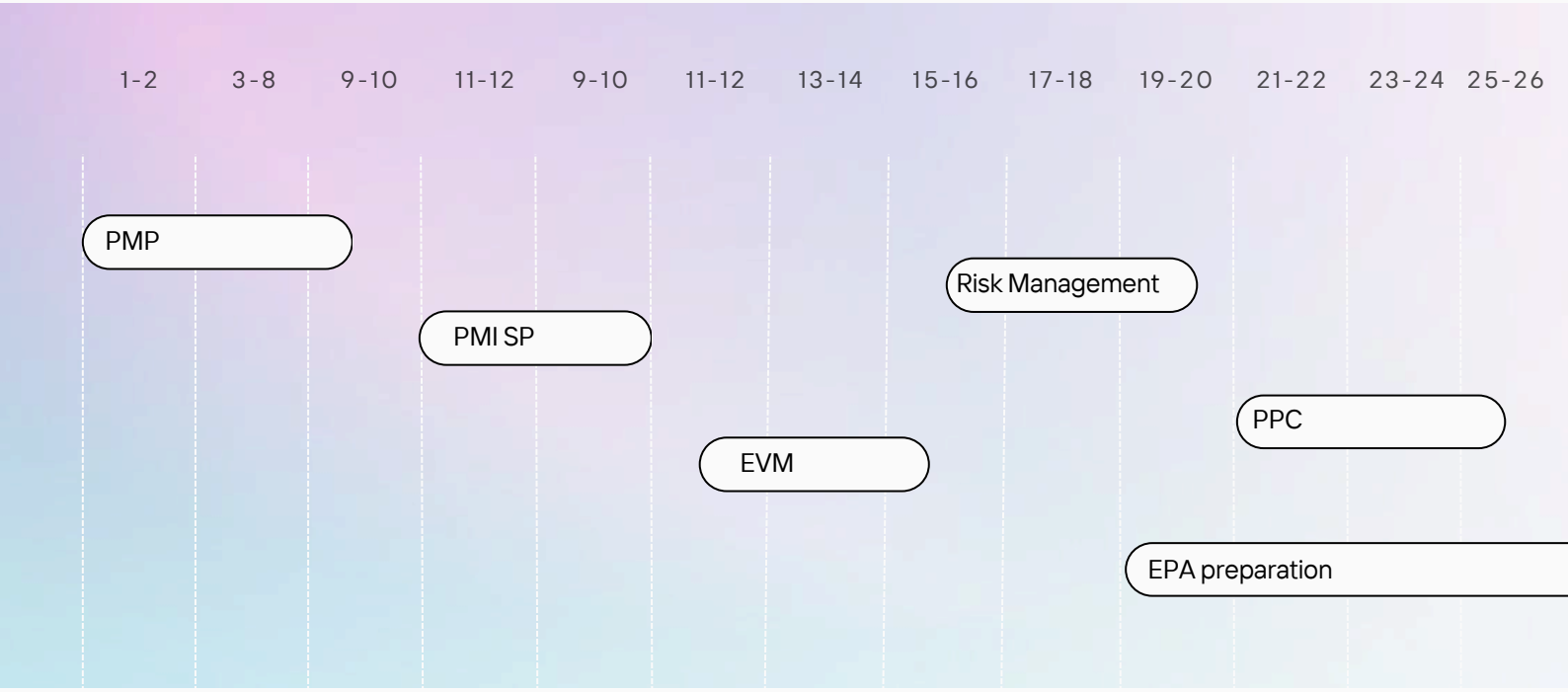
The programme incorporates five professional certificates. Following discussions with senior management, it has been agreed that the curriculum will align with the APM framework and remain consistent with the standards of APM, APMG, and PMI. The professional certification pathway includes:

- PMP (Project Management Professional)
- PMI-SP (PMI Scheduling Professional)
- Earned Value Management (EVM) and Cost Engineering
- Project Risk Management – Levels 1 and 2
- Project Planning and Control (PPC)

Module	Qualification	Class Hours	Weeks	Months
Project Management Professional	PMP PMI	72	36	9
Two weeks break – one day face to face workshop Exam 4 Hours – PMP*				
Schedule Professional	SP PMI	32	16	4
Two weeks break – one day face to face workshop Exam 4 hours – PMI SP*				
Cost Engineering and Earned Value Management	APMG	32	16	4
Two weeks break – one day face to face workshopExams Foundation and Practitioner (5 hours)*				
Project Risk Management	APM	32	16	4
Two weeks break – one day face to face workshopExams Level 1 and 2 (5 hours)*			2	
Project Planning and Control (PPC)	APMG	40	20	5
Two weeks break – one day face to face workshopExams Foundation and Practitioner (5 hours)*			2	
Total				30

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.

Timeline



The Project Control Professional (PCP) Programme is delivered over 25 months, offering a structured journey toward internationally recognised certifications and chartered status. The programme begins in Month 1 (Week 1) with the Project Management Professional (PMP) certification, running until Month 9 (Week 36). A two-week revision and exam preparation period follows in Weeks 37–38, supported by an optional face-to-face workshop held at the Thistle Marble Arch Hotel, London.

The second certification, PMI Scheduling Professional (PMI-SP), starts in Month 10 (Week 39) and concludes in Month 13 (Week 52). This is followed by a two-week revision period (Weeks 53–54), with the second workshop hosted at the Crowne Plaza Hotel in Nottingham.

The Project Risk Management (Levels 1 & 2) module begins in Month 18 (Week 71) and runs through to Month 21 (Week 84). Revision takes place in Weeks 85–86, supported by a workshop at the Crowne Plaza Hotel in Manchester.

From Month 19 onwards (Week 75), learners are strongly encouraged to begin preparation for their End-Point Assessment (EPA). This final stage supports the application of learning in a professional context and allows learners to gather and present the required evidence for assessment.

Upon successful completion of the EPA by Month 25 (Week 108), we will support learners in applying for two prestigious professional recognitions: Chartered Project Professional (ChPP) status via the Association for Project Management (APM), and either Incorporated Cost Engineer or Certified Professional Cost Engineer status through CaSA (formerly ACostE). The final optional workshop and graduation event will be held at the Thistle Marble Arch Hotel in London in Month 25 (Week 108).

Programme Modules

Project Management Professional (PMP®)

Overview:

This is the cornerstone module of the entire programme—designed to transform experienced professionals into globally recognised project leaders. The PMP® certification is not just a qualification; it's a benchmark that demonstrates your ability to manage people, processes, and business priorities. This module dives deep into PMI's latest PMBOK Guide and Agile Practice Guide, offering a hybrid understanding of predictive and adaptive project environments.

Key Learning Outcomes:

- Master all 10 knowledge areas and 49 project management processes
- Understand how to lead high-performing teams and drive stakeholder engagement
- Learn how to balance scope, time, cost, and quality through integrated planning
- Apply Agile, Scrum, and Waterfall methodologies to real-world scenarios
- Build decision-making and leadership capacity in complex projects

Additional Features:

- Access to premium PMI tools and templates
- Mock exams and walkthroughs of real PMP® exam questions
- 1-to-1 mentoring to help you build a professional development plan

Certification Goal::

Become PMP® certified—an achievement that opens doors globally and significantly increases your earning potential.

Duration: 68 hours |34 weeks

PMI Scheduling Professional (PMI-SP®)

Overview:

This specialised certification sets you apart as an expert in project scheduling. In today's fast-paced environment, poor scheduling causes project failure more than any other factor. This module teaches you how to build dynamic, resource-loaded schedules using industry-standard tools and best practices.

Key Learning Outcomes:

- Create time-phased schedules and determine critical paths
- Perform forward/backward pass and float analysis
- Build what-if scenarios to optimise schedule outcomes
- Apply schedule risk analysis to high-risk deliverables
- Interface schedule planning with cost and resource control

Additional Features:

- Training on Primavera P6 or MS Project
- Exam simulation sessions and gap analysis
- Case studies from major projects across construction, IT, infrastructure, logistics, healthcare, and business management.

Certification Goal::

Earn the PMI-SP® designation to establish yourself as a scheduling expert and project control leader.

Duration: 30 hours| 15 weeks

Earned Value Management (EVM)

Overview:

EVM is the only recognised methodology that integrates scope, cost, and time to assess project performance objectively. This module builds the competencies required to apply EVM in real-world environments, aligning with government and industry standards.

Key Learning Outcomes:

- Calculate and interpret EV, PV, AC, and key performance indexes
- Use EVM for forecasting, variance analysis, and corrective action
- Integrate earned value with project accounting systems and cost breakdowns
- Learn EVM compliance for public sector and defence contracts
- Prepare for the APMG Foundation and Practitioner exams

Additional Features:

- Hands-on simulation using EVM software dashboards
- Real contract examples from capital-intensive projects
- Case studies from major projects across construction, IT, infrastructure, logistics, healthcare, and business management.

Certification Goal::

Achieve industry-standard credentials and gain the analytical skills to control complex budgets.

Duration: 28 hours| 14 weeks

Project Planning & Control (PPC)

Overview:

This comprehensive module provides practical techniques for managing project schedules and controlling performance across all delivery phases. Developed by practitioners for practitioners, PPC ensures you're not just learning theory, but gaining job-ready skills.

Key Learning Outcomes:

- Develop detailed project schedules with planning logic and milestones
- Establish and manage performance baselines (cost, schedule, scope)
- Track progress, control changes, and report performance effectively
- Learn about Planning Maturity Models (PMM) and continuous improvement
- Prepare for APMG Foundation and Practitioner certifications

Additional Features:

- Taught by experts with backgrounds in aerospace, pharmaceutical, healthcare, IT, oil & gas, and transport
- Learn to use Earned Schedule, S-curves, and reporting dashboards
- Workshop: Build a full project control strategy from scratch
- Case studies from major projects across construction, IT, infrastructure, logistics, healthcare, and business management.

Certification Goal::

Earn both PPC certifications and build full-cycle planning & control competency.

Duration: 30 hours|15 weeks

Project Risk Management – APM Level 1 & 2

Overview:

Risk is not a problem—it's a reality. What separates successful project professionals is how they plan for and respond to uncertainty. This module builds structured, proactive thinking for managing both threats and opportunities throughout the project lifecycle.

Key Learning Outcomes:

- Master risk identification techniques: SWOT, PESTLE, Brainstorming, Delphi
- Analyse probability and impact using qualitative and quantitative tools
- Learn Monte Carlo simulations and sensitivity analysis
- Develop risk treatment plans and escalation protocols
- Align risk approach with ISO 31000 and APM guidelines

Additional Features:

- Use of real-time risk registers and live project examples
- End-of-module scenario-based assessment
- Risk maturity mapping and integration into project governance

Certification Goal::

Earn both PPC certifications and build full-cycle planning & control competency.

Duration: 28 hours| 14 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 25-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.

01	2 Hours Attending the Online Classs
02	2 hours for reading the material and answering 20 MCQs Quiz
03	2 hours for writing 400 words reflective report
04	Meeting the tutor (Optional)
05	Attending face to face workshops (Optional)

SERVICE OFFERED

Face to Face optional workshops

COST OF IT

No Cost - Free

One to One Coaching

Project Management isn’t a one-size-fits-all discipline—it’s a practice that varies greatly across industries. Whether you're working in construction, healthcare, marketing, or IT, your challenges, priorities, and ways of working are unique.

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 project management—we help you master it, in your own context, at your own pace.

SERVICE OFFERED
Tutoring and Coaching

COST OF IT
No Cost - Free

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 6, equivalent to a BSc in Project Control. To honour 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

No Cost - Free


Employer
Information Pack

Employer Benefits

Academic Evidence

Project Control Professional Apprenticeships offer a structured pathway to developing a skilled workforce capable of managing complex projects more effectively, ultimately promoting organisational growth. According to human capital theory (Becker, 1993) and research conducted by the Chartered Institute of Personnel and Development (CIPD, 2017), investing in staff development leads to heightened employee performance and greater organisational resilience.

In project management literature, there is substantial evidence linking enhanced project control capabilities with improved organisational performance. Studies in the International Journal of Project Management (Zwikael & Smyrk, 2015; Badewi, 2020) have demonstrated that businesses with more advanced project governance frameworks are better positioned to meet deadlines, stay within budget, and maintain quality standards. By fostering a robust internal talent pipeline trained specifically in project control best practices, funded apprenticeships help businesses minimise reliance on external expertise, streamline resource allocation, and respond more effectively to shifting market demands.
This, in turn, improves retention rates, increases employee engagement, and ensures that businesses have the requisite human capital to scale operations, explore new opportunities, and adapt to emerging industry trends.

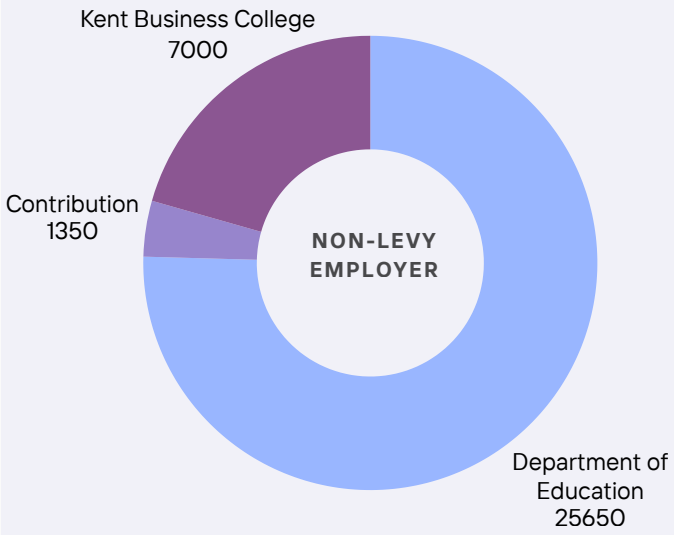
Our evidence*

- At Bringham & Sons Construction in the construction sector, implementing advanced scheduling and quality management frameworks through our apprenticeship programme increased on-time project completion rates from 70% to 95% within 12 months.
- At TechNet Innovations in the IT sector, enhancing apprentices' competency in risk assessment and earned value analysis led to a 20% reduction in delays and a 15% increase in customer satisfaction scores.
- At HealthSecure Clinics in the healthcare sector, apprenticeship-driven improvements in resource allocation and stakeholder engagement resulted in a 30% decrease in budget overruns and a 10% improvement in quality compliance scores.
- At DigitalCore Solutions in the digital transformation sector, introducing agile methodologies and robust portfolio management practices during the apprenticeship period produced a 25% reduction in rework and a 20% increase in stakeholder engagement ratings.
- At ProtoEng Consulting in the engineering complex sector, upskilling apprentices in cost management and mitigation strategies achieved a 15% reduction in cost variances and a 12% improvement in schedule adherence.

*The organisation names mentioned in this file are pseudonyms and do not reflect their real identities, used solely to protect the confidentiality of the employers.

Cost of the Programme

The Project Control Professional Apprenticeship fee is £27,000, with an additional £7,000 covering exams, memberships, chartered status, face-to-face workshops, and graduation.

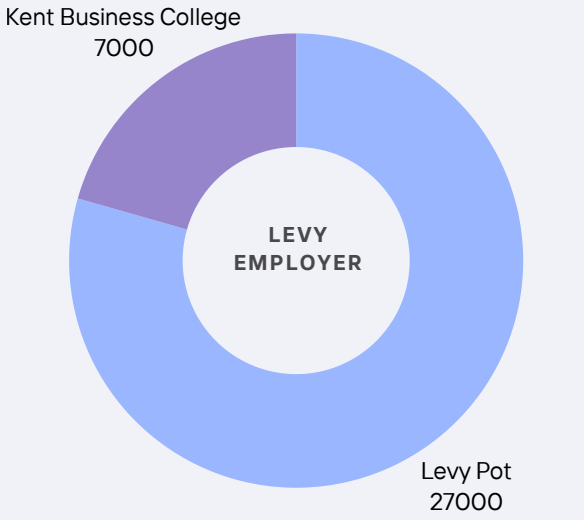


Funding Information

The Project Control Professional Apprenticeship is supported through government and institutional funding, making it an exceptional opportunity for both learners and employers.

Programme Tuition: £27,000

- *Employers with an annual payroll over £3 million:*
  - The full £27,000 is funded through the Apprenticeship Levy, with no cost to the employer.
- *Employers with an annual payroll under £3 million:*
  - 95% of the training cost is funded by the Department for Education, with the employer contributing just 5% — approximately £45 per month over 30 months.



Fully Funded by Kent Business College

In addition to tuition, learners benefit from a comprehensive package of professional development and recognition, valued at £7,000, 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

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?

01 Employer signs the online agreement

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

02 Leaner Enrolment

After the agreement is signed, we send the learner an enrolment link via APTEM. 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.

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.

KSBs of the Programme

Knowledge, Skills & Behaviours (KSB)

Kent Business College

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

Knowledge refers to the information, technical details, and 'know-how' necessary to successfully perform the duties associated with project control. This encompasses both occupation-specific knowledge, such as principles of project control, project life cycles, and risk management techniques, and more generic knowledge, such as effective communication and leadership strategies. Mastery of this knowledge ensures that apprentices can competently plan, monitor, and manage projects within their professional scope.

- **K1**: Organisational and business strategies: and how these impact on the strategy for project control and its execution
- **K2**: Principles of project control including the principles of the project life cycle; and the role project control plays in the governance of a project.
- **K3**: Project control procedures and methods including employer organisation management systems that are critical to project control for example: quality control, configuration management, document and version control
- **K4**: The benefits, attributes, limitations and use of project controls related software used for key tasks such as planning and scheduling, cost management, cost and risk analysis, estimating, progress and performance monitoring and reporting
- **K5**: Underlying engineering and manufacturing principles including the principles of reviewing and interpreting technical project documents such as scopes of work and engineering drawings.
- **K6**: Breakdown and coding structures: purpose, creation and use for accurate control. Their relevance in the creation of data models to help feed integrated and intelligent reporting and insights; familiarisation with standard coding structures and how they are used to underpin data flow systems as well as underpin the use and integration of new technology into project controls delivery including BIM .
- **K7**: Project Control Plans and reporting frameworks - their purpose and content and how they underpin the generation and reporting of meaningful controls data
- **K8**: Strategic principles of creating and managing the project controls baseline (including scope definition, schedule, risk and cost), throughout the project life cycle.

Knowledge, Skills & Behaviours (KSB)

- **K9**: HSE knowledge relative to the industry and project controls, including related national and industrial health, safety and environmental standards and legislation, the obligations of safety in design and CDM (construction, design and management) regulations.
- **K10**: The environmental impact of a project's activities, how it could contribute to the drive towards net carbon zero and how to minimise negative impacts on environmental sustainability during all stages of a project, within the context of the role.
- **K11**: Principles of ethical conduct, diversity and inclusion, including codes of conduct and duty of care, corporate social responsibility, equality, diversity and inclusivity in the workplace.
- **K12**: Data assurance: approaches to gathering data; ensuring the validity and integrity of data (consistent, quality, technical controls information); and how to review the assumptions used to establish the data, as well as the inherent risks associated with these assumptions.
- **K13**: Analysis techniques: different approaches to data analysis, the benefits of each, what the analytics are indicating and why and how this may impact on decisions and recommendations.
- **K14**: Approaches to communicating with different stakeholders in order to influence key decision-makers and colleagues.
- **K15**: The principles of risk management and the risk process; different risk analysis techniques; the methodologies and considerations for mitigating risk.
- **K16**: Approaches to integrating cost and planning with a consistent basis for project risks and opportunities including cost and schedule risk analysis and associated contingency calculations.
- **K17**: Project control change management and control: the principles of project control change procedures; how these procedures may vary in owner/contractor organisations, and when and how to use and apply them including project closeout procedure(s).
- **K18**: Commercial matters: different types of contracts and their legal principles; contractual requirements and how they impact on project controls and the auditable recording, sharing, and storing of information.
- **K19**: Key principles of invitations to tender received and bid responses.
- **K20**: Estimating techniques and application (cost, time and resources): different methodologies for estimating including approaches to various estimating outcomes, pros and cons and degree of certainty/uncertainty for each; approaches to creating an estimating framework and basis of estimate.

Knowledge, Skills & Behaviours (KSB)

- **K21**: Assurance techniques including benchmarking, comparisons to historical data, published data and other projects and how to apply them for example to assure estimated schedules, cost estimates and cost forecasting
- **K22**: Planning and scheduling practice: different planning and scheduling techniques; how to create schedules to all levels; understanding, maintaining and establishing the impacts of schedule constraints and the principles of resource loading.
- **K23**: Modelling techniques ('what-if' scenarios and impact analysis) used to optimise the potential for improved efficiency against time, cost and quality and for improved project outcomes.
- **K24**: Cost engineering practice: approaches to the creation of budget baselines and estimate recasting; cost control hierarchy; budget transfers and other budget variances.
- **K25**: Financial controls as relevant to project control, including taxation, cashflow, accruals, payment terms. The monitoring and reporting of supplier and contractor commitments and expenditures.
- **K26**: Techniques for monitoring and measuring progress including rules of credit and performance including earned value analysis, their pros and cons and what key points to share with different stakeholders.
- **K27**: Progress and performance measurement: how to establish a progress baseline and identify trends or variances using different analysis techniques.
- **K28**: Approaches to using statistical analysis, productivity and performance analysis.
- **K29**: Forecasting techniques used to forecast cost and schedule out-turns, and the use of predictive statistical analysis techniques and engineering knowledge to generate accurate forecasts of work to complete in sufficient time for action to be taken.
- **K30**: Leadership: strategies to, lead, coach, motivate and develop members of the team; different leadership styles.
- **K31**: Continuous improvement including how to: capture good practice and lessons learned from experience; keep up to date with new technology and ways of working and drive forwards continuous improvement.

Skills

Skills refer to the practical application of knowledge required to successfully perform the duties of project control. These skills are acquired through on-the-job and/or off-the-job training or experience. This includes the ability to create and manage project schedules, perform cost management and analysis, utilize project management software, conduct risk assessments, and effectively communicate with stakeholders. Developing these skills ensures that apprentices can competently execute project control tasks and contribute to the successful delivery of projects.

- **S1**: Determine, implement, adapt and refine the project controls procedures, methods and systems incorporating the relevant employer organisation management systems and procedures including quality, data management and security, document and version control and record keeping.
- **S2**: Use project controls related software and IT systems for tasks such as: planning and scheduling, cost management, cost and risk analysis, estimating, progress and performance monitoring and reporting; identify and select the right software package for the task
- **S3**: Application of and the integration of, software and IT systems to enhance the level of data processing. For example, the use of technology including BIM.
- **S4**: Technical and engineering principles: interpret technical information from different sources, identify and know the correct data and elements to monitor and control to ensure the basis for any recommendations are credible; review and interpret technical project documents (including scopes of work and engineering drawings etc.).
- **S5**: Breakdown and coding structures: develop and implement coding structures as well as critiquing and reviewing technical coding and breakdown structures to ensure they provide a basis for project control.
- **S6**: Lead the creation of comprehensive project control plans and reporting frameworks that identify the right contextual elements to track and the working assumptions to use, in order to generate meaningful controls data, ensuring that project controls deliverables are achievable and in line with project objectives
- **S7**: Lead the preparation of the strategy for the development and maintenance of the baseline for control taking into account scope definition and schedule, risk and cost (ensuring alignment between cost and schedule using the coding structures).
- **S8**: Implement and enforce project control change procedures, judge against evidence and decide if a change is within or without scope, evaluate its impact to profitability and make recommendations or implement the change in a manner that reflects its scale

Skills

- **S9**: Ensure that project control work is undertaken in accordance with HSE regulations and requirements including applying knowledge of HSE with awareness of how it impacts on project control schedules and costs and ensuring that the schedule and resourcing for a project meets the requirements of regulations (including CDM and safety) and can be delivered in accordance with the requirements i.e. ensure everything is in place and accounted for to ensure the project can run safely.
- **S10**: Identify opportunities within their remit in projects to contribute to net carbon zero and environmental sustainability, and then take action to minimise the environmental impact of the project
- **S11**: Undertake project control work in accordance with ethics, codes of conduct and duty of care.
- **S12**: Data assurance: challenge, verify and validate data reports and data to ensure their integrity, timeliness and technical appropriateness
- ·**S13**: Identify stakeholders across the project for example: those to work with when developing estimates, schedules, and plans and those to deliver controls information and recommendations to. Modify communication style and method to stakeholders, for example to gather information needed.
- **S14**: Risk management and analysis: undertake quantitative and qualitative analysis of risks and lead regular reviews of risks and related assumptions in the project risk register such as questioning their presence and relevance in order to underpin the management of the project risk register.
- **S15**: Identify opportunities to use data analysis techniques to benefit project controls delivery such as automating repetitive processes or improving data quality or extracting deeper insights and, validate the related data analysis to ensure correct interpretation against which effective decisions can be made.
- **S16**: Commercial matters: identification and application of subcontract/supplier deliverables to project control in order to provide the ability to monitor subcontractor/supplier performance and create, record and store project controls content in support of legal and contractual requirements.;
- **S17**: Create project controls content to inform tenders and evaluate invitations to tender received and bid responses
- **S18**: Prepare an estimating framework and make recommendations on classes of estimate to meet project needs at different project stages
- **S19**: Use an evidence based approach to select and apply the most suitable estimating technique for the purpose and undertake estimate assurance, cost risk analysis, prepare related detailed basis of estimate narratives that are evidenced and explanatory - setting out the risks, assumptions, probabilities, uncertainties and contingencies in order to provide a sound basis for decision making

Skills

- **S20**: Prepare planning and scheduling strategic frameworks and make recommendations on different levels of plans and schedules to meet different project needs for example, milestones or detailed engineer schedules.
- **S21**: Use an evidence based approach to create credible, achievable control schedules, applying relevant assumptions and contingency and undertaking schedule assurance, schedule risk analysis and compile a related basis of schedule that is explanatory, setting out the risks, assumptions, probabilities, uncertainties, contingencies, dependencies and constraints.
- **S22**: Model the potential for efficiency against time, cost and quality, review and make recommendations.
- **S23**: Apply cost engineering practice to: recast the estimate and set the budget baseline and; select and apply proven cost control techniques to capture actual commitment and expenditure data with appropriate use of accruals; and integrate cost and schedule data to develop project cashflow projections and assessments of value of work done over time.
- **S24**: Monitor and control project progress and performance by establishing a progress baseline and selecting and applying the right analysis techniques (for example, earned value analysis) for the size and complexity of the project.
- **S25**: Control and monitor project progress and performance by selecting and applying the right analysis techniques (for example, earned value analysis) for the size and complexity of the project
- **S26**: Identify variations from the progress baseline and assess their potential impact, explain the variations to the project, portfolio or programme manager.
- **S27**: Communicate and justify own conclusions and recommendations for example for project recovery or to lead to improved project delivery by influencing and, when necessary, challenging key stakeholders to make informed decisions. Key stakeholders include the project manager, portfolio manager or programme manager
- **S28**: Steer across project controls functions in accordance with organisational core values and specific guidelines; mentor and coach team members such as Project Controls Technicians to meet project control requirements.
- **S29**: Apply continuous improvement approaches for example using emerging technologies and lessons learnt from previous projects.

Behaviours

Behaviours refer to the mindsets, attitudes, and approaches necessary for competence in the field. While these behaviours can be innate or instinctive, they can also be developed through experience and training. They are highly transferable and often similar across various occupations. Key behaviours for a Project Control Professional include being a team worker, demonstrating adaptability, and maintaining professionalism. These behaviours ensure that apprentices can effectively collaborate with colleagues, adapt to changing project requirements, and uphold high standards of conduct in their professional duties.

- **B1**: Safety: Promotes and adopts a safety culture within the organisation, demonstrating a commitment to personal safety and the safety and wellbeing of others.
- **B2**: Leadership: leads by example, demonstrating resilience, acting responsibly, and ethically, taking account of the need to progress environmental, ethical, social and economic outcomes.
- **B3**: Commercially astute: Recognising when to leverage the contract commercial terms to maximise profitability for example how the commercial agreements generate cost and revenue streams for the organisation and how this links to generation of profit.
- **B4**: Pre-emptive: Foresees events and issues that might cause instability, uncertainty and phase changes.
- **B5**: Integrity: Challenges areas of concern and acts with assertiveness and confidence.
- **B6**: Impartial: Responds to feedback and challenging questions professionally and objectively by reference to evidence.
- **B7**: Accountable: Takes responsibility for the accuracy and integrity of project controls reporting and recommendations.
- **B8**: Collaborative: Interacts within a wide, multi-disciplinary project team, building co-operative relationships. Encourages team effort and promotes an interdependent culture.
- **B9**: Innovation: Learns from innovative solutions and seeks out new ideas to deliver improvements.
- **B10**: Personal & professional development: Takes responsibility for personal learning and professional development. Demonstrates commitment to learning and improvement, providing and receiving feedback and with a commitment to professional standards.
- **B11**: Adaptable: adapts to evolving circumstances.

Duties

Duties describe the typical responsibilities and activities that a professional in this role undertakes in the workplace. These duties are distinct and complete actions, not just parts of a larger task, and they generally have specific outcomes. They are akin to what you would find listed in a job description. For instance, a Project Control Professional may have duties such as developing and maintaining project schedules, performing cost estimation and budget management, conducting risk assessments, preparing progress reports, and coordinating with project stakeholders to ensure project objectives are met. These duties define what the role entails without detailing the specific knowledge or skills required to perform them, which are covered separately in the knowledge and skills sections.

DUTY	KSB
Duty 1 Determine, establish and implement (adapt/refine) the required project controls procedures, methods and systems to provide the project, programme or portfolio manager with reliable, consistent, quality, technical controls information.	K1 K2 K3 K4 K7 K12 S1 S2 S3 S7 S13 B1 B5 B7
Duty 2 Develop comprehensive project controls plan(s) and reporting framework(s) to generate meaningful controls data.	K7 K25 S7 B1 B4 B5 B7 B9 B11
Duty 3 Review and interpret technical project documents.	K5 K6 S5 S6 B5 B7 B8
Duty 4 Ensure project control work is undertaken in accordance with the requirements of regulations, safety, ethics, the environment and duty of care	K9 K10 K11 K25 S10 S11 S12 B1 B2 B4 B5 B7
Duty 5 Be accountable for integrity and technical appropriateness of data in order to provide insight into progress.	K2 K5 K12 K25 S2 S5 S13 B2 B5 B6 B7
Duty 6 Ensure controls information and recommendations are reported and communicated effectively in order to influence key decision-makers and colleagues.	K13 K14 K15 K16 K24 S14 S15 S16 S17 S18 S26 S27 B2 B5 B8 B11
Duty 7 Underpin the risk management process – lead reviews, challenge risks and assumptions, identify which mitigation measures will work and provide advice and recommendations to the project, programme or portfolio manager.	K5 S5 S17 S18 S22 S26 S 27 B1 B3 B4 B7 B9 B11
Duty 8: Carry out effective cost and schedule risk analysis, what-if scenarios and impact analysis for the project.	K3 K4 K15 K16 K22 K2 4 K25 S3 S4 S17 S18 S23 S24 S26 S27 S28 B3 B4 B5 B6 B7
Duty 9 Implement and enforce project control change procedures.	K17 S19 B1 B2

Duties

Duty	KSB
Duty 10 Evaluate invitations to tender received, contractual requirements and bid responses and create project controls' content for inclusion in bid responses.	K18 K19 K20, S20 B3 B5 B6
Duty 11 Create project control content for outgoing invitations to tender, interrogate bids received and related contractual requirements to ensure project control deliverables are achievable and in line with organisational objectives (e.g. review and create cost and time estimates).	K18 K19 K20, S20 B5 B7 B8
Duty 12 Develop, challenge and analyse the technical coding and breakdown structures to ensure the overall project scope and engineering activities are captured correctly.	K5 K6, S5 S6 B2 B3 B6 B7 B9
Duty 13 Determine and apply the best methodology for estimating the project value, taking into account the level of design maturity and project risks, analyse the estimate outcomes, benchmark and report on pros and cons and degree of certainty.	K3 K4 K21 K22 S3 S4 S21 S22 S23 S24 B2 B3 B4 B5 B6 B7
Duty 14 Use planning and scheduling techniques to create credible, realistic schedules.	K3 K4 K24 S3 S4 S26 S27 B3 B8 B9 B10
Duty 15 Set the strategy for management of the controls baseline - develop and maintain the baseline for control including scope, schedule, risk and cost (ensuring alignment between cost and schedule using the coding structures).	K8 S8 S9 B2 B3 B6 B8 B9 B10
Duty 16 Undertake optimisation and efficiency practice and produce reports containing recommendations.	K23 K24 S25 S26 S27 B3 B4 B5 B9 B10 B11
Duty 17 Undertake forensic analysis of data supported by accurate, timely, secure record keeping in order to support dispute resolution.	B3 B4 B5 B6
Duty 18 Undertake effective cost engineering control by monitoring at the appropriate level, measuring commitments, expenditures and cash flow and putting the framework in place to perform effective cost forecasting.	K3 K4 K26 K27 S3 S4 B2 B3 B5 B6 B7
Duty 19 Take responsibility to foster sound decision making based on analysis of progress, making recommendations and providing appropriate challenge to the project, portfolio or programme manager.	K28 K29 K30 B5 B6 B7
Duty 20 Select and use the most appropriate forecasting techniques to forecast cost and schedule out-turns, considering the technical and sector requirements and related assumptions and metrics being used.	K31 B3 B4 B7 B9 B10
Duty 21 Ensure continuous improvement in project control by monitoring and incorporating (where appropriate) the latest innovative techniques, relevant technologies and lessons learned from other projects.	K3 K4 S3 S4 S29 B2 B10 B11
Duty 22 Provide leadership and steering across project controls functions.	B2 B9

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.

We are trusted by

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

Our Contacts

- Phone: +44 1622 95 8 955
- 29-39 Maidstone Innovation Centre, Gidds Pond Way, Weavering, Maidstone ME14 5FY
- Teaching Centres:
  - Thistle Hotel (Marble Arch) - London
  - Crowne Plaza Hotel - Nottingham
  - Crowne Plaza Hotel - Manchester
- Mon-Fri 9:00AM - 5:00PM
- Office@**kentbusinesscollege**.org
- Office@**kentbusinesscollege**.com
- www.**kentbusinesscollege**.com