



FCDO Services

APPRENTICESHIPS IN

# Associate Project Management - IT

Understand what makes good project leadership. Discover how to deliver projects at pace, while ensuring cost and quality. Learn how to manage stakeholders and their expectations. Along the way, you might just discover exactly what you're capable of, as you study towards an APM Project Management Qualification or International Project Management Association (IPMA) Level D and become a fully qualified professional in your field.

**IT TAKES A DIVERSE TEAM**  
TO PROTECT A DIVERSE WORLD

**VISIT OUR WEBSITE**  
[FCDOSERVICESCAREERS.CO.UK/APPRENTICESHIPS](https://fcdoservicescareers.co.uk/apprenticeships)

# APPRENTICESHIPS IN ASSOCIATE PROJECT MANAGEMENT - IT

Around the world, we deliver a wide range of IT projects and services for government-level customers. So, what exactly is our scope? It ranges from huge data migrations across continents to desktop applications at the centre of Whitehall. Always using the most secure technologies in IT. And always with the focus on keeping people and assets safe.

Whether you're just leaving school, returning to work after a career break, or looking for a change of career, join this programme and you'll be doing a blend of training and practical work, helping us deliver successful IT solutions around the globe and taking part in real digital projects along the way. Your apprenticeship will conclude with you achieving a recognised qualification, accredited by the Association for Project Management. In other words, your future just got bigger.

## YOUR PROGRAMME

If you're successful in your application, you'll start your apprenticeship at Hanslope Park in September. You'll experience a combination of classroom and on-the-job learning through a series of work placements inside our Technical and Operations Group. Working on live projects alongside our project managers will build your

experience and help you absorb the knowledge that will take you further.

Your training will be delivered in a variety of ways to ensure that you get the best learning experience. As well as a series of face-to-face workshops, you'll complete activities and challenges that are work-based or completed in your own time. Every six to eight weeks, you'll have one-to-one sessions with a skills coach to get you thinking about how to apply your learning to workplace scenarios, allowing you to build up a useful portfolio of tools and techniques.

Once you've completed your qualification, your work placements will be tailored towards the potential role opportunities awaiting you at the end of your programme. There'll also be extra training to help you gain skills in Prince2 and Agile Project Management and core Civil Service competencies.

## KEY FACTS

- **Level 4 apprenticeship, working towards an APM Project Management Qualification or International Project Management Association (IPMA) Level D**
- **Based at Hanslope Park, Milton Keynes, with the flexibility of hybrid working depending on business need**
- **24-month programme – with a potential full-time role at the end**
- **Combination of practical work and study**
- **Open to all ages, but you will need:**
  - Five GCSEs (or equivalent e.g. O levels) at grade 9-4 (A\*-C) including English and Maths
  - A minimum of 48 UCAS points or equivalent
- Good communication skills, numeracy and IT literacy
- A genuine interest in project management in the IT environment
- British citizenship, having lived in the UK for the last three years before the first day of the apprenticeship (aiming to start September 2023), and for at least five of the last ten years
- To be at least 16 years old by 30 April 2023 so you can complete Security Check (SC) clearance before your start date
- **Candidates will need to undergo Security Check (SC) clearance before joining, and Developed Vetting (DV) clearance shortly after joining**

## APPRENTICESHIPS IN ASSOCIATE PROJECT MANAGEMENT - IT



The key areas covered as part of this level 4 apprenticeship are:

- Principles of Project Management
- Communications and Stakeholder Management
- Business Case, Budgets and Cost Control
- Planning, Risk and Quality
- Project Leadership.

As part of your APM Project Management Qualification or International Project Management Association (IPMA) Level D, you'll be assessed on the following competencies, gained through your work placements:

- Delivering projects and change at pace
- Harness the skills in making effective decisions for responsible project management
- Using and championing working together to ensure excellent project delivery.

### COMPLETING YOUR APPRENTICESHIP - AND BEYOND

If you successfully complete the apprenticeship, you'll gain your APM Project Management Qualification or International Project Management Association (IPMA) Level D. But where to next? You'll have a range of options to make your future bigger. We'll do our best to find you a permanent position with us, working as a professional to support our fascinating work. Whatever you decide, we'll do all we can to help you explore your interests and realise your ambitions.

Website: [fcdoservicescareers.co.uk/apprenticeships](https://fcdoservicescareers.co.uk/apprenticeships)

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