

The Corndel Level 4 Diploma in Project Management

An introductory guide for prospective participants



Corndel
Leadership.

Introduction

The Corndel Diploma in Project Management is a programme which develops the technical skills and professional behaviours needed to manage projects effectively in different delivery environments.

Incorporating the Association for Project Management's Project Management Qualification (PMQ), the programme blends training workshops, one-to-one tuition and guided self-learning to develop outstanding project managers.

What you can expect from us



A world-class curriculum



Practical, flexible, accessible resources



A one-hour learning and coaching session every 2 weeks from your PDE



Regular feedback, advice and support



Experience, knowledge and empathy



A great working relationship with your manager and business



Overview

Over 13 months, you will develop the capabilities and confidence to manage challenging projects in modern business environments.

By the end of the programme, you will achieve professional certification as a project manager, learn valuable tools and frameworks to support project management and develop the leadership behaviours to strengthen your project management career.

Practical training

The Project Management Diploma blends tailored workshops, one-to-one tuition from experienced project management professionals and guided self-learning via our learning platform Aptem. You will also build a portfolio of your day-to-day work which evidences your developing skills and knowledge. Our training is designed to fit around your job and have both an immediate and a long-term impact on the way you manage projects.

Personal support

A personal Professional Development Expert will work with you during the programme to help you complete the course and embed best practice into your work.

Corndel's Professional Development Experts are experienced project managers and training consultants from a wide range of industry backgrounds and have supported hundreds of project managers at all stages of their careers.

Professional qualification

To complete the programme, you will sit the Association for Project Management (APM) Project Management Qualification (PMQ) exam. You will also be externally assessed to achieve the Level 4 Associate Project Manager apprenticeship standard.

Content

The programme has 11 APM units which are detailed on the following page. You will have one-to-one coaching sessions every two weeks to embed your learning and help you apply your new knowledge and skills in the workplace

You will supplement your learning through guided online study via Aptem, Corndel's online learning platform and you will be invited to attend four group workshops to support your learning, build your network and share best practice.

Throughout the course you will build a portfolio of work demonstrating your application of project management tools and techniques.



Format

Unit 1 **Leadership & Teamwork**

Unit 2 **The Situational Context of Projects**

Unit 3 **Structure of Organisations and Projects**

Unit 4 **The Project Life Cycle**

Unit 5 **Planning for Success**

Unit 6 **Stakeholder Management & Communication**

Unit 7 **Scope Management**

Unit 8 **Schedule and Resource Management**

Unit 9 **Procurement**

Unit 10 **Risk & Issue Management**

Unit 11 **Quality Management**

Frequently Asked Questions

1. Why should I enrol on the Project Management Diploma?

The programme is designed to develop and nurture well-rounded, technically proficient project managers.

You will benefit from technical training, coaching and workplace application to develop your project management skills and interpersonal behaviours and will achieve professional accreditation through the APM Project Management Qualification examination.

By the end of the programme, you will be confidently applying best practice project management tools and techniques.

Project management offers varied and exciting careers, built around a set of core competencies and methodologies, which can be applied across all industries and markets.

Cornel brings industry-leading training expertise in offering this programme and manages the funding, compliance and quality assurance. We support clients including John Lewis, Royal Mail, UBS, University of Cambridge, AB Foods and ICAEW.

2. What qualification will I achieve?

You will sit the examination for the Association for Project Management (APM) Project Management Qualification (PMQ), the industry benchmark for project management professionals. This qualification is equivalent to IPMA Level D and is recognised internationally and across industries.

You will also undertake external assessment to achieve the Level 4 Associate Project Manager apprenticeship standard at the end of the programme.

3. Why is the APM PMQ useful to me?

The APM PMQ is the flagship project management qualification awarded by the chartered body for project professionals.

It delivers a broad level of project management knowledge sufficient to participate in projects ranging from individual assignments to major capital projects.

Unlike some other project management qualifications, there is a key focus on continuously asking why different principles and tools are important and helpful for specific contexts.

PMQ is a highly-respected qualification that can be carried across jobs and industries.

4. Who is the programme for?

It is designed for people who work on projects, in project management roles, or who aspire to work as project managers or project leaders more effectively in their organisation.

Typically, candidates will already have some project management responsibilities but have not received formal training, or want to achieve formal professional accreditation.

Participants on the programme should be committed to their professional development and keen to acquire new knowledge and skills.

5. How long does the programme take?

The programme lasts 13 months.

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6. What will I have to do?

We will hold 3 – 4 project management workshops throughout the year introducing key content and preparing you for the APM PMQ examination and End Point Assessment. You will have access to textbooks which explore project management theory and best practice in detail. Using these, you will explore new topics each week, put new skills into practice in your role, and then write up short assignments to demonstrate your application of these new skills. You will also be provided with sample PMQ questions to complete in preparation for the exam.

You will also have regular one-to-one coaching sessions with an experienced project management Professional Development Expert to develop your knowledge further.

You will sit the PMQ exam towards the end of the programme and undertake external assessment to show that you have achieved the knowledge, skills and behaviours required of an Associate Project Manager.

7. What is the time commitment?

Typically you will spend:

- Fortnightly support from a Professional Development Expert - including an hour of one to one coaching
- Time in group workshops scheduled throughout the programme, as agreed with your employer
- Approximately 4 hours each week learning new content, reflecting on how it applies in your role, and writing up bite-sized assignments to demonstrate

how you have applied your new skills, or completing sample PMQ exam questions.

- 3-4 hours each week applying what you have learnt in your day-to-day role.

8. What is my employer investing in me to undertake the programme?

Your organisation is making a £6,000 investment in you to complete this programme. Since 2017, large businesses have paid a Government training levy (The Apprenticeship Levy) which your employer has chosen to invest in your personal development as a highly-valued employee.

9. Am I eligible to undertake the programme?

If your employer is using the levy to fund your training, you need to meet some Government eligibility criteria. The main ones are:

- You must work at least 50% of the time, in England
- If you are a UK or EU/EEA citizen, you must have lived in the UK or EU/EEA countries for the last three years
- If you are not a EU/EEA citizen, you must have lived in the UK for the last three years
- You may not be funded if you already have a prior project management qualification or similar. We will review this on a case-by-case basis.

10. How do I enrol?

Your employer will give Corndel a list of the people who wish to enrol. We will then send you an online enrolment form, ask for proof of ID and residency and check your eligibility.

Government rules mean that you will also need to show us evidence of past English and Maths qualifications.



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