



Project Controls Technician Apprenticeship (Level 3)

Course Brochure



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1. Apprenticeship Description

Apprenticeship Title: Project Controls Technician (Level 3)

The London Metropolitan College's (LMC's) Project Controls Technician apprenticeship training is spread over 36 months but can be customised based on client requirements (24 months, 30 months or 36 months) following discussions. Options for bespoke development of the course to focus on client requirements within the apprenticeship standards guidelines are also available. During the programme, the apprentice undergoes technical training, internal assessments (knowledge, skills and behavior's), gain an ECITB Level 3 Diploma in Project Controls Practice and Techniques (RQF) qualification, take a final gateway review and an End Point Assessment (EPA). Successful completion of the EPA provides the apprentice with the foundation to operate in the Project Controls environment with the knowledge and skills needed to effectively plan, monitor and control complex projects. This programme transforms an apprentice into a skilled Project Controls Technician with the ability to develop and manage project data that will enable data driven effective decision-making leading to improved transparency of project performance. A Project Controls Technician will be able to effectively contribute to the development of the project scope, structures, budget & baseline, control, monitor and systematically analyse progress and performance data to enable successful delivery of complex projects.

LMC is a specialist provider with highly experienced project controls professionals delivering training to learners. Our trainers have worked on large scale complex projects across a diverse range of sectors. This ensures our trainers and guest speakers deliver high quality learning programmes based on industry best practices and prepare learners for the real world. Additionally, we offer a holistic learning experience and enhanced governance to comply with SFA and Ofsted requirements.

2. Overall Process

Our delivery process includes an initial assessment, induction, creating an Individual Learning Plan (ILP), finalising the learning journey, training delivery (technical and software), internal assessments and mentoring. Post completion of training, apprentices attain an ECITB Level 3 Diploma in Project Controls Practice and Techniques (RQF) qualification followed by a final gateway review and End-Point Assessment.

Our training material is developed in line with the approved standard, ECITB Level 3 Diploma in Project Controls Practice and Techniques (RQF) standard and best industry practices. Additionally, we offer holistic learning experience by including visits by thought leaders, visit to the HQ of the professional body, visit to Project Controls events, mentoring, workshops, simulations, etc. This approach offers an enhanced learning experience that develops Project Controls competency and capability that supports business in creating an environment that enables it to attract, develop and retain individuals who can contribute towards achieving the business objectives.

Onboarding:

On award of contract, our Project Manager will work in collaboration with the client to conduct an Organisational Needs Analysis (ONA) to establish the employer's requirements and form the programme against the apprenticeship standard. During the meeting, we will be looking to establish the client's pain



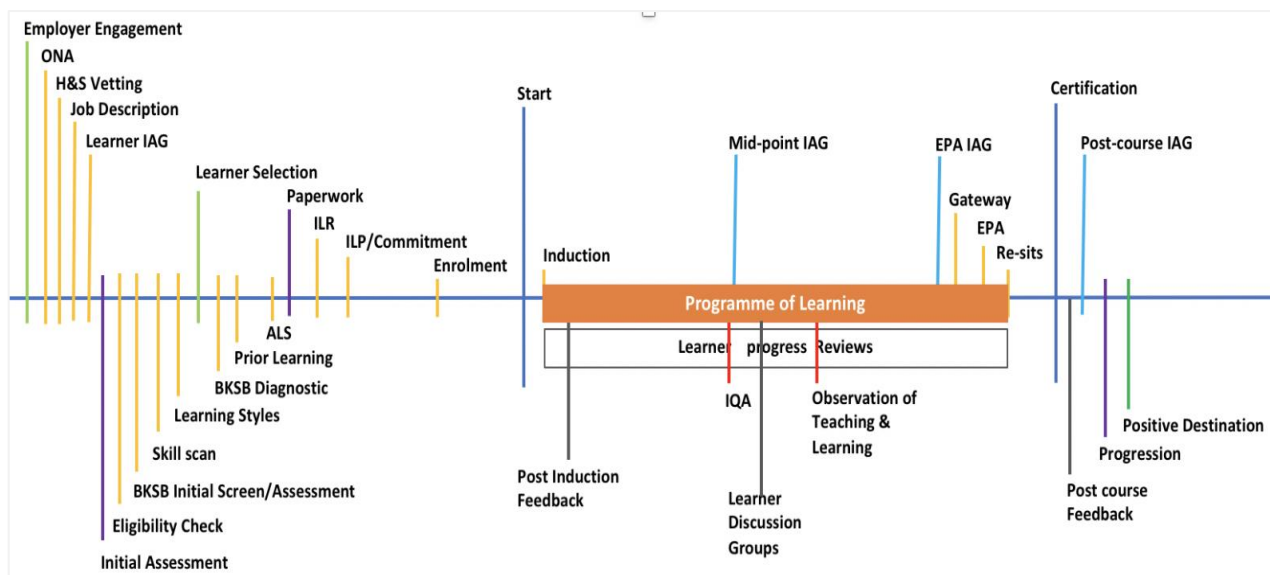
point and priorities for learning for inclusion in the 20% off the job element.

During the ONA, we will seek to link the training to the apprentices work and business context by establishing the employer’s preferences for a learning structure that minimises the impact on the apprentices’ work and productivity. Based on these assessments, we will develop a person-centred ILR/ILP and programme of learning detailing the whole learning journey and any Additional Learning Support (ALS) that may be required that caters for different levels of abilities and that includes off the job learning, employer mentoring, employer provided training e.g. product knowledge/project information etc.

The Programme of Learning (POL) is a combination of classroom learning (day release, on demand block programme etc.), online learning, independent research projects, assessments, tutor mentoring, progress reviews and employer provided training. Typical breakup of off the job learning can be seen in enclosed Annex 01.

3. Learning Journey

Each apprentice undergoes a detailed skills assessment interview using BKSb diagnostics to plan for functional skills support needs and start points for assessment. An ILP is then developed detailing learning objectives and support arrangements plus a commitment statement of the responsibilities of LMC, the client and the apprentice and an individual Programme of Learning (POL) developed for each learner. The learning journey below shows the learning outcomes of the programme, and how it is typically arranged.



Typical schedule of learning activity (Programme of Learning) can be seen in enclosed Annex 01.

4. Syllabus

Module#	Module Name
1	Introduction to project management
2	Introduction to project controls
3	Planning & Scheduling



4	Tools Training: Primavera P6 - Fundamentals
5	Risk management
6	Technical, engineering and mathematical principles
7	Fundamentals of cost engineering
8	Technical information
9	Procurement and commercials
10	Estimating practice
11	Developing initial budget and baseline
12	Project Control (performance measurement, assessment, forecasting, reporting and change management)
13	Project governance
14	Optimisation practices and techniques
15	Project Controls data flows, IT systems and manage data
16	Tools training: Project Controls related Software and IT Systems: (planning & scheduling, risk management and progress reporting)
17	BIM and information management
18	Communication and Behaviour's
19	Employer organisation, management systems, governance and procedures

5. Training Delivery Methods

▶ Training Delivery:

- Blended (Classroom and Online)

▶ Delivery Options:

- Day release
(Typical Monthly Activity: 2 x 1-day release (14 hours), 1-hour mentoring, 18 hours independent study including online learning, reading materials, assignments and evidence gathering).
- Block release
The delivery options are planned in compliance with SFA guidelines to fulfill 20% off the job learning criteria.

▶ Location Options:

- Client offices/premises.
- LMC training facilities.

6. Suggested Entry Requirements and Qualification

Set by individual employers, entry requirements will typically include a minimum of 5 GCSE grades A* - C (or equivalent qualifications) including mathematics; English (Language). Prior to taking the End-Point Assessment candidates must achieve level 2 English and math's and must attain a Level 3 Diploma in project control practice.

7. Progression

With additional training, the Project Controls Technician could also progress to more specialist roles in areas such as project controls, planning, scheduling, estimating, cost control, risk and quality and ultimately a role as project controls manager or director.



On completion, the apprentice will be eligible to apply for membership of the Association of Cost Engineers (ACostE) as a graduate member and will also be eligible to apply for registration as an Engineering Technician (EngTech), subject to having suitable engineering experience and undergoing a professional review process. With further training following on from the apprenticeship, individuals may choose to specialise in specific sectors or related roles, which could lead to membership of other related professional bodies.

8. End Point Assessment (EPA)

A registered EPA provider will conduct an End-point Assessment (EPA) on each apprentice for this programme. The flow charts below demonstrate each step in the EPA process through to the achievement of the award. LMC will coordinate and manage communication with all stakeholders during the EPA. The programme has an allowance in time and teaching resource to accommodate those apprentices who need to re-sit the EPA. The programme will provide the apprentice with additional learning hours to refresh identified development areas from their EPA assessment ready for a retake if required. Overall EPA process and EPA grading is shown below.

