



CENIT
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SKILLS
FOR LIFE

Project Management

RQF Level 3

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Part of the DfE Skills Bootcamp



In an era defined by rapid digital transformation and remote working, **Cenit College** is **empowering businesses to future-proof their workforce** through targeted, high-impact training. Our mission of **Developing Better Futures** drives us to help your employees adapt, lead, and thrive in today's competitive and evolving landscape.

Our **DfE-funded Skills Bootcamps in Project Management** are part of the Government's **Lifetime Skills Guarantee and Plan for Jobs**, designed to fuel business resilience, increase productivity, and retain top talent through strategic upskilling.

From **sales and marketing to operations, finance, and customer care**, this Bootcamp equips professionals with the critical tools, techniques, and mindset of effective project management. Learners will master planning, execution, stakeholder engagement, and agile thinking—enabling them to lead confidently, deliver impactful results, and drive your business forward. This is more than training—it's a catalyst for transformation.



What is the Digital Skills Bootcamp in Project Management

This pilot scheme is being rolled out to help businesses nationally access training that will upskill their employees in the use of digital technology, and is suitable for:

- ✓ Individuals who require an update to their knowledge and skills, or refresh their skills aligned to role of a modern project manager with digital capabilities. This may be due to a career break or suitable for those that are starting out in their career.
- ✓ Learners with a looking to develop their current skills or considering role progression.
- ✓ Organisations experiencing significant changes in resources, due to the impact of Covid 19, and are looking for a skilled workforce that can adapt to those changes.
- ✓ Organisations needing to enhance their workforces and are looking to recruit new talent to add to their existing workforce.

Employers wishing to access Skills Bootcamps will need to contribute 10% to 30% of the costs with the remainder fully funded.



Options for Employers

These DfE Skills Bootcamps in Project Management are part of the Government's Lifetime Skills Guarantee and Plan for Jobs; designed to sustain business. Employers can submit multiple employees to attend this Skills Bootcamp. Submitting a larger cohort allows us to be flexible and offer a more personalised training programme, making it relevant to your specific business needs.

UPSKILLING YOUR TEAM

- **Affordable:** Only 10% to 30% contribution for comprehensive 12 weeks live sessions training.
- **Flexible:** Part-time - 1 day a week
- **Government Funded:** Up to 90% of the costs covered.
- **Immediate Application:** Apply new skills directly to their role.
- **Supportive:** Experienced tutors and extensive resources.
- **Networking:** Connect with professionals and peers.
- **Personal Growth:** Enhance professional and personal development.

FREE RECRUITEMENT SERVICES

- **Free Recruitment Service:** Access our recruitment services at no cost.
- **Screening Provided:** We handle the initial screening of candidates.
- **Access to Talent Pool:** Choose from a pool of skilled graduates.
- **Qualified Candidates:** Select from graduates trained in relevant skills.
- **Time-Saving:** Streamline your hiring process with pre-screened candidates.
- **Custom Matching:** Find candidates that meet your specific requirements.
- **Diverse Talent:** Access a diverse range of qualified individuals.
- **Supportive Process:** Benefit from our expertise and support throughout the hiring process.
- **Enhanced Hiring:** Improve your recruitment efficiency and outcomes.
- **Immediate Availability:** Quickly fill roles with ready-to-work graduates.



Programme Objectives

Designed to support employees from both large organisations and SMEs, the Skills Bootcamp content focuses on the areas our employer partners have told us will make the most difference to their business success.

1. Understand how the Prince2 methodology is used in project management workplaces.
2. Explore effective leadership, teamwork, and presentation skills which are essentials skills for the project management workplace.
3. Develop workplace communication in verbal and written skills, active listening and meeting skills and the ability to provide and receive constructive feedback to enhance professional relationships and overall project management success.
4. Develop improved interview skills, tailored CVs and optimised LinkedIn profiles to help enter or re-enter the project management sector.

Learning Plan

Weeks 1 to 12

Throughout this 12-week programme, you will cover a range of core skills and concepts in Project Management, each aligned with industry standards. Here are the learning outcomes you will achieve by the end of each module:



- Understand the fundamentals of project management.
- Understand the application of quality management, including defining and maintaining quality standards, and implementing quality controls throughout the project.
- Understand the 7 PRINCE2 PRINCIPLES .
- Identify and understand the key project roles and responsibilities within a PRINCE2 project.
- Develop a PRINCE2 style communication plan.
- Develop a project initiation document (PID) and apply PRINCE2 risk management techniques.
- Create project schedules and resource allocation.
- Understand work break structures (WBS) & product-based planning meeting types and purpose and how to create Agendas and Meeting minutes, track action items, and ensure that decisions made during meetings are effectively implemented.
- Develop a PRINCE2 style communication plan understanding the importance of Teamwork in achieving common goals. Understand the role of team culture in fostering a positive work environment and develop strategies to contribute to and sustain a healthy project team culture.
- Monitor and control project progress.
- Improve communication in project environments using structured meeting Agendas that clearly outline topics, objectives, and team allocations, ensuring a focused and productive discussion.
- Apply change control techniques Learn how to create meeting minutes, track action items, and ensure that decisions made during meetings are effectively implemented.
- Conduct formal project closure and lesson learned & present a project professionally.



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Let us help you achieve great things

“ I cannot recommend Cenit College highly enough. My experience with them has been outstanding. The training programs are exceptionally well-structured, and Rita and Vida’s tutoring expertise is truly exceptional. Their approachable demeanour and profound subject knowledge create an unparalleled learning environment.

Both tutors have a unique ability to simplify complex concepts, making them easily understandable for learners at all levels. Their patience and dedication are evident in the progress and confidence their students gain under their guidance.

Janice



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