



Associate Project Manager

Apprenticeship Standard

This Level 4 Apprenticeship will equip you with the knowledge, skills and behaviours required to successfully manage a project.

Suitable for: Assistant/Junior Project Manager or Project Team Leader

Role Responsibilities

All projects need to be managed to ensure their success and an Associate Project Manager is pivotal to this. They will know how success will be achieved, how long it will take and what it will cost.

You will work with a project team to achieve the required outcomes and will need good planning, organisation, leadership, management and communication skills. You will be able to utilise resources with suitable skills, qualifications, experience and knowledge to work together in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities.

On completion, you will have achieved the **Level 4 Associate Project Manager Apprenticeship**, an **APM Project Management Qualification**.



Level 4 Associate Project Manager Apprenticeship Standard



Who is it for?

Apprenticeships are open to anyone in England over the age of 16 and not in full time education. Apprenticeships can also be for new or existing employees.



Duration

Between 18-24 months. The first 18 months will be 'in learning' where the knowledge, skills and behaviours needed are developed. The final 3-6 months will be used to complete the EPA.



Delivery

Tutor-led remote and face-to-face training and portfolio building. You will also have observations and training with a consultant.

ASSOCIATION OF PROJECT MANAGEMENT TRAINING

To develop your associate Project Manager expertise, you will be required to attend training workshops 1-2 days each month. These will cover: project governance and stakeholder management, project communication and leadership, consolidated planning and budget/cost control, business case and benefits management along with project scope, schedule, resource, risk and issue management, contract management and quality and context.

GATEWAY AND END POINT ASSESSMENT (EPA)

We will work with you and your employer to decide when it is time to start your EPA. You will enter the 'gateway' and be prepared and supported by us for two components. You will only have 'achieved' your apprenticeship when the EPA is complete.

- **Component 1** - 33.3% - Presentation supported by a portfolio of evidence
- **Component 2** - 66.6% - Professional discussion underpinned by a portfolio of evidence

The portfolio of evidence will have been evaluated prior to the presentation and professional discussion, with questions developed to test your understanding.

PROGRESSION OPPORTUNITIES

Depending on the development of your role there are a number of options:

- A commercial ILM Qualification
- Related training courses
- Level 5 Operations/Departmental Manager

