

# ASSOCIATE PROJECT MANAGER

## LEVEL 4

Projects can be defined and delivered across a range of different contexts. They can be large or small. Every project needs to be managed to ensure it's success. An associate project manager knows what needs to be achieved, how it will be achieved, how long it will take and how much it will cost. An associate project manager works within a project team to achieve the required outcomes. Candidates require good planning, organisational, leadership, management and communication skills.

### DURATION

24 months.

### MANDATORY QUALIFICATIONS

- Level 2 in English and maths (City and Guilds)
- IPMA Level D qualification or APM Project Management Qualification

### WHAT DOES THE QUALIFICATION COVER?

An Associate Project Manager will have knowledge of, be able to understand and apply in practice the following

- Project Governance
- Stakeholder and communications management
- Budgeting and cost control
- Business case and benefits
- Project scope management
- Consolidated planning
- Schedule management
- Risk and issue management
- Contract management and procurement
- Quality management
- Resource management
- Collaboration and teamwork

### HOW WILL IT BE DELIVERED?

The apprenticeship can be delivered in a classroom setting to a cohort of learners or on an individual 1-1 basis to meet the needs of the employer and learner. Our blended learning approach supports the inclusion of additional elements of learning relevant to the individuals job role and specific employer requirements

Training will be delivered in line with the agreed Commitment Statement and will include:

- A robust initial assessment covering English and maths.
- Monthly 1-1 meetings between the apprentice and the trainer
- Tri-partite meetings every 12 weeks between the employer, learner and trainer to review progress and





- Learner progress is recorded via our e-learning platform, which gives access to a broad range of online courses and materials.
- The employer can access the learners e-portfolio using their own log in to check on progress.

Once the learner has completed the appropriate functional skills and the employer, learner and trainer agree that the apprentice has reached the required standard in their knowledge, skills and experience, the learner will be put forward for their EPA.

## END POINT ASSESSMENT

The end-point assessment is designed to enable apprentices to demonstrate that they are fully conversant in the skills, knowledge and behaviours expected of individuals at this level. It is designed to provide the independent assessor with a holistic view of the apprentice, and allow them to assess to what extent the apprentice meets or exceeds the apprenticeship standard.

The end-point assessment will consist of:

- A presentation supported by a portfolio of evidence (submitted 4 weeks prior to EPA date)
- A professional discussion to evaluate competence and test understanding across the identified areas of learning

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