

Associate Project Manager

Level 4



“Reach your full potential”





L4 Associate Project Manager

Overview

Projects can be defined and delivered within different contexts, across diverse industry sectors. They can be large or small. Every project needs to be managed to ensure its 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, and works with the project team to achieve the required outcomes.

Associate Project Managers need good planning, organisation, leadership, management, and communication skills. This apprenticeship programme covers all project management aspects to ensure the learner is able to excel in their role. An associate project manager utilises 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.



Who is it for?

This apprenticeship is ideal for ambitious individuals from a wide range of private and public sector backgrounds who wish to develop their careers as Associate Project Managers and aspire to become project managers. This apprenticeship is ideal for those seeking to develop their knowledge, skills, and behaviours to improve performance, confidence and become more effective.



Assistant Project Manager

Associate Project Manager



Junior Project Manager

Project Team Member



Why do this apprenticeship – what are the benefits:

Employer Benefits

- Workplace projects add value in the workplace immediately
- Provides employer with confidence that projects can be delivered on time and within budget
- Development of workplace problem-solving skills
- Improved capability and competence to deliver projects resulting in increasing customer satisfaction and reputation
- Proactive risk management embedded throughout the organisation
- Enhances reputation, provides customer reassurance by investing in trained staff
- Maximises staff efficiency and productivity through the development of knowledge and increasing team motivation by developing a learning culture
- Apprentices develop the critical skills demanded by employers
- Brings latest knowledge and best practice into your business

Apprentice Benefits

- Provides individuals with additional core knowledge, skills, techniques, and tools to be more successful in managing and delivering projects
- Gain relevant skills from an industry driven approach
- Develops individual's ability to structure, lead, plan, communicate and manage risk to drive better results
- Develop and demonstrate a range of transferable skills and professional behaviours and attributes in the work environment
- Attainment of a recognised Project Management Qualification
- Membership of the Association for Project management
- Develops further understanding of your organisation and wider business environment
- Applies learnt theories and models to practical situations within the workplace

Programme structure

The course is delivered via a mixture of face to face and online workshops, webinars, coaching sessions and work-place learning

Programme Breakdown

A typical programme may be broken down into the following elements

- 6–8 5-hour workshops for recognised Project Management Qualification
- 10 x 5-hour workshops to cover knowledge elements of the standard (may include face to face and online workshop delivery)
- 4 x skills development workshops and workplace visits
- 10 x 2-hour coaching sessions designed to build on the apprenticeship standards and help convert theory into practice (Virtual / Face to Face)
- 8 x 1½ hour Reviews (Virtual)
- 2 x 5-hour EPA preparation workshops
- Development of portfolio evidence and assessment completion
- Completion and achievement of APM Project Management Qualification
- Completion of online learning modules as part of off-the-job activities

Programme Length

Course duration 18-22 months plus EPA



How is training delivered?

An essential element of the ESP delivery model is to ensure you are supported at each stage in your journey to enable you to fully succeed.

You will be taught by learning and skills coaches who are experts in their field with significant practical experience.



Our learning and skills coaches will:

- Deliver online and face to face workshops
- They will cover the knowledge needed for each module through interactive and informative sessions
- They will help plan independent learning activities
- They will provide one to one coaching via telephone, in the workplace or via virtual mediums like Teams
- They will provide feedback on written assignments and evidence submitted
- They will support you with preparation for end point assessment

Programme Modules

The delivery is broken down into 14 topics:

Project Governance

Different types of organisational structures and responsibilities, functions and project phases on different types of projects. How governance can control and manage the successful delivery of projects. The significance of the project management plan (PMP).

Project Stakeholder Management

Stakeholders: their perspectives, different interests and levels of influence upon project outcomes.

Business Case and Benefits Management

Preparation and/or maintenance of business cases, including benefits management.

Project Communication

Key contexts of a project communication plan, its effectiveness in managing different stakeholders. Factors which can affect communications such as cultural and physical barriers.

Consolidated Planning

Purpose and formats for consolidated plans to support overall management, taking account of lessons learnt and how the plans balance fundamental components of scope, schedule, resources, budgets, risks and quality requirements.

Project Scope

Requirements management, and evaluation of alternative methods to learn from the past to improve delivery. Project scope change control, baseline change management, configuration management.

Budgeting and Cost Control

Funding, estimating, overheads; direct costs, indirect costs, fixed costs, variable costs and an overall budget for a project; tracking systems for actual costs, accruals and committed costs; alternative cost breakdowns to provide for graphical representations, and performance management.

Project Leadership

The vision and values of the project and its links to objectives; the ways in which these can be effectively communicated and reinforced to team members and stakeholders. Leadership styles, qualities and the importance of motivation on team performance. Characteristics of the working environment which encourage and sustain high performance.

Project Schedule

Scheduling and estimating for project activities including how they can be quality assessed. Progress monitoring and metrics to assess work performed against the schedule. Schedule management methods to evaluate and revise activities to improve confidence in delivery.

Resource Management

Resource analysis, resource allocation and resource acceptance.

Project Risk & Issue Management

The need for and implementation of a risk management plan. Risk management methods and techniques to identify and prioritise threats or opportunities. Mitigation actions to minimise risk impacts and to optimise benefits by managing opportunities.

Contract Management & Procurement

The nature of contracts, and their implications for contracting organisations. Procurement processes. Legal and ethical means for managing contracts.



Project Quality

Quality management processes, assurance and improvements. Outcomes of a quality management plan, metrics for processes and quality standards.

Project Context

The different contexts in which projects can be delivered, including health, safety, and environment management. The inter dependencies between project(s), programme(s) and portfolio management. Project phases and key review points, across project life cycles.



APM Project Management Qualification (PMQ)

As part of the L4 Associate Project Manager standard you are required to complete and achieve a suitable project management qualification

We are offering the APM Project Management Qualification alongside the L4 Associate Project Manager Apprenticeship. This will be delivered as part of the workshop delivery during the course of the apprenticeship programme

Diploma details:

Title: APM Project Management Qualification (PMQ)

All criteria must be completed to achieve the qualification

The qualification must be completed and achieved prior to end point assessment

Knowledge & Skills Units

(Learners will be able to)

- Describe project scope management
- Explain the structure of project lifecycles
- Prepare for effective project procurement
- Explain principles of leadership and teamwork
- Apply project management planning for success
- Recognise the importance of stakeholder management
- Define and develop scheduling and resource management
- Plan and manage communication in the project environment
- Describe the management structure by which projects operate
- Examine contexts and environments in which projects are delivered
- Apply risk management, quality management and issue management
- Recognise the links between configuration management and change control
- Define governance of project management and the use of structured methodologies

Pre-Enrolment Activities

Before being accepted on to the apprenticeship you will need to complete the following pre-enrolment activities:

IAG Workshop

Attend a virtual workshop session to provide an overview of the following
Overview of the apprenticeship programme
20% Off the Job Training
Attendance at masterclasses and workshops
Discuss Apprenticeship agreement

Initial Assessment:

Complete BKSb maths and English initial assessments

Diagnostic Assessment:

Complete BKSb maths and English diagnostic assessments

Pre-Start Enrolment Form

This form will provide us with basic information about your qualifications and past and current experiences

Skills Scan

Complete skills scan to identify the areas that will be covered during the course to determine whether there are development opportunities and scope for the learner to complete the apprenticeship

Remote Pre-enrolment Review

Attend 1:1 remote session with the learning and skills coach to talk through the pre-enrolment activities and skills scan to confirm suitability

Enrolment form (online):

Complete formal online enrolment form

Apprentice Agreement and Commitment Statement (online):

Read, discuss and agree the apprentice agreement and commitment statement

Formal on-boarding:

Apprentice invited to induction introduction to the apprenticeship programme and first learning session

Apprentices will need GCSE grade A to C or a Level 2 Functional Skill in maths and English. Apprentices who do not currently hold this are required to complete Level 2 Functional skills in maths and English prior to end point assessment (EPA)

Eligibility

The eligibility criteria is as follows:

- UK/EU Resident for three years
- Not currently a student in Funded Learning

Expectations and Commitment

We ask apprentices to:

- Attend all face to face and virtual workshops and master classes as per the delivery plan
- Attend all programme reviews with the Learning and Skills Coach
- Submit and upload assignments and evidence to the online e-portfolio (OneFile) by the stipulated target date to ensure completion of the qualification and apprenticeship within the given timeframe
- Complete all off the job activities to meet the 20% of the job requirement. Record all activities and reflections on OneFile
- Complete at least 4 to 6 hours of self-study each week inclusive of any online learning activities
- Complete and achieve diploma (where appropriate) before Gateway period
- Complete shadowing of colleagues and mentoring



End Point Assessment

The end point assessment will begin once the employer, apprentice and ESP are confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard. As part of this process apprentices, employers and ESP will complete a 'Gateway' discussion to confirm competence.

The End-point Assessment consists of the following:

Presentation - 33.3%

- 20-minute presentation based on the portfolio of evidence.
- Portfolio of evidence will cover 5 learning areas from the portfolio – to be agreed with apprentice in preparation for presentation
- A panel of assessors will review the evidence submitted in the portfolio.



Professional Discussion – 66.6%

- Structured professional discussion between apprentice and end point assessor
- Apprentice can bring resources to support the professional discussion – this must be their own work and will only be used to support the discussion.
- 40-minute professional discussion
- Professional discussion will cover 10 'pre-selected' learning areas NOT covered by the presentation
- Professional discussion will be used to explore aspects of the apprentice's work including how it was carried out
- Professional discussion will discuss how the apprentice would behave in specific scenarios and will ask questions in relation to personal development and reflection.



EPA JOURNEY

On-Programme Learning

Minimum
18 months
on-programme
learning

GATEWAY

Requirement
for Gateway
Level 2 English
and Maths

Presentation

Presentation based on portfolio
of evidence: 20 minute
presentation
Presentation on work-based
project: 10-15 minute
presentation /
Q & A session

Professional Discussion

Maximum 40 minute
discussion between the
apprentice and End-point
Assessor

Grading and Determination

Grading
Fail/Pass/Merit
Distinction

ESFA CERTIFICATION



“Reach your full potential”

Progression Opportunities

- Qualifications and further study
- Further career progression through work experience
- Upon completing this apprenticeship, learners are eligible to become members of the Association for Project Management (APM)
- On completion, apprentices may choose to do:
 - Operations / Departmental Manager apprenticeship (Level 5)
 - Apprentices can also progress to the Level 6 Project Manager Degree Apprenticeship Standard