

Associate Project Manager

level 4



Every project, regardless of scope or sector, needs to be managed to ensure its success. Associate Project Managers therefore need good planning, organisation, management and communication skills.

This programme is tailored to enhance the capabilities of project managers who aim to achieve specific outcomes by working efficiently with their team. An effective project manager will be skilled in identifying what needs to be accomplished, how it can be accomplished, and how long it will take while keeping costs in check. The programme will also help project managers to build a motivated and cohesive team by establishing clear reporting lines, roles, and responsibilities to ensure that everyone is working together toward the project's success.

Contents

- ▶ **The Structure of Organisations and Projects**
- ▶ **Project Management Methods and Best-Practice**
- ▶ **Governance and Project Lifecycles**
- ▶ **Stakeholder and Communications Management**
- ▶ **Risk and Issue Management**
- ▶ **Collaboration and Teamwork**
- ▶ **Planning for Success**

Learning Journey

This training programme is based on the [Associate Project Manager Apprenticeship Standard](#).

To provide an **immersive and varied experience**, the learning journey is made up of various teaching and learning methods, including practical and interactive workshops, project work, group work, and self-guided learning. Other teaching methods, such as flipped workshops, webinars and peer-to-peer learning, will also be used, if and when relevant.

Regular **on-programme assessment** can include assignments, presentations, reports, independent learning exercises, and building a portfolio of evidence. Every learner will also have regular progress reviews with their programme lead.

The **End Point Assessment** for this programme consists of two components: a presentation and a professional discussion supported by a portfolio of evidence.

On completion of the programme, learners will gain the Level 4 Associate project Manager Apprenticeship Certificate. As part of this programme, learners will study for and must achieve the APM Project Management Qualification (PMQ).

Typical training period of

18–22 month

followed by an End Point
Assessment period of up to

4 months