

ASSOCIATE PROJECT MANAGER

LEVEL 4

APPRENTICESHIP STANDARD

This training programme is based on the Associate Project Manager Apprenticeship Standard, so it's important that you familiarise yourself with it and the knowledge, skills and behaviours that it covers. You can find a copy of the standard [here](#).

HOW LONG DOES IT TAKE?

Typical training period of

18–22 months

followed by an End Point Assessment period of up to

4 months

SUMMARY

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 designed to develop the knowledge, skills and behaviours of an effective Project Manager who:

- ▶ 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
- ▶ Utilises resources with suitable skills, qualifications, experience, and knowledge to work together in a motivated and integrated team, with clearly defined reporting lines, roles and responsibilities

WHAT DOES THE CONTENT LOOK LIKE?

- ▶ 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

WHAT DOES IT INVOLVE?

To provide an immersive and varied experience, the learning journey is made up of various teaching and learning methods including:

- ▶ Practical and interactive workshops (these are typically delivered remotely)
- ▶ Set assignments & independent learning exercises
- ▶ Project work
- ▶ Self Guided Learning including Digital Workbooks
- ▶ Progress reviews with your dedicated Programme Lead
- ▶ Other methods such as flipped workshops, webinars and peer to peer learning, if and when relevant.

ASSESSMENT & QUALIFICATIONS ACHIEVED

Regular on programme assessment including reports, presentations, project work, research assignments and the development of a portfolio of evidence.

The End Point Assessment for this programme consists of two components:

- ▶ Presentation supported by a portfolio of evidence
- ▶ Professional Discussion supported by a portfolio of evidence

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

