



ASSOCIATE PROJECT MANAGER

Level 4

Duration 24months

Job Roles Supervisor
Team Leader
Project Officer
Shift Supervisor
Foreperson
Shift Manager

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. 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. Dependent upon the size of the organisations and the complexity of projects, associate project managers' job titles will vary, but typically they can include: assistant project manager, junior project manager, project team leader.

THE PROGRAMME

On programme

- Discuss and review the portfolio of evidence with apprentice.
- Test knowledge in preparation for APM Project Management Qualification (PMQ).
- Target grades to date are recorded and gaps identified for improvement.
- Completion achieve APM Project Management Qualification (SCQF Level 7)
- Employer and apprentice complete an annual review and evaluation to assure apprentice performance is on track.

Commitment from the Employer and Staff

During the Apprenticeship programme, 20% of the contracted working hours will be spent on learning and developing the required Knowledge, Skills and Behaviours. This development time will include learning new relevant tasks within their role, embedding the knowledge within their role, practical workplace training, spending development time with their Line Manager, attending online/ face-to-face courses and time writing assignments/assessments including directed self-study hours: Evidencing the application knowledge within their working day, Independent study and research. Shadowing colleagues and mentoring, Technical training.

Qualification and Professional membership

Apprentices are required to achieve a suitable level of knowledge as part of their development such that they achieve an PMQ Project Management Qualification, prior to their EPA Upon commencement, apprentices may become student members of the Association for Project Management (APM) as the first step of professional membership.

Apprentices will be eligible for progression to associate membership upon successful completion of the apprenticeship. Full membership can be attained through further experience and professional development.



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Gateway

- This apprenticeship includes the Level 4 APM Project Management Qualification (PMQ)
- Apprentices without Level 2 English and mathematics will need to achieve this level prior to taking their EPA

End point assessment

- Presentation supported by portfolio of evidence
- Professional discussion supported by portfolio of evidence

DELIVERY

Induction

One day induction to Apprenticeship programme, meeting with a Skills Coach and Delivery Plan agreed.

In college

One work based and workshop session a month for the duration of Programme.

Online

Supporting material throughout, including Mindful our virtual platform and access to smart assessor (e-portfolio).

Assessment

On programme assessments every 6-8 weeks, including progress reviews every 8-10 weeks.

KNOWLEDGE/ SKILLS/BEHAVIOURS

Knowledge

- Governance
- Stakeholder and communications management
- Budgeting and cost control
- Business case and benefits

Skills

- Scope management
- Consolidated planning
- Schedule management
- Risk and issue management

Behaviours

- Collaboration and team work
- Leadership
- Effective and appropriate communication
- Integrity, ethics, compliance and professionalism

ENTRY REQUIREMENTS

Individual employers will set their own entry requirements for their apprentices. Typically, candidates will have achieved a grade C or above in at least 5 GCSEs including English and maths, and hold a minimum of 48 UCAS points, or equivalent. For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirement is Entry Level 3. British Sign Language qualifications are an alternative to English qualifications for whom this is their primary language

CAREER PROGRESSION

- Project manager (degree) Level 6



CHARTERED BODY FOR THE PROJECT PROFESSION



General Enquiries:
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020 3954 4965

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