

Associate Project Manager Apprenticeship



Level: 4

Duration: 18 to 24 months

Overview

All organisations have projects to manage and they can be defined and delivered within different contexts, across diverse industry sectors. Every project needs to be managed to ensure its success, associate project manager knows what needs to be achieved, how it will be achieved, how long it takes and how much it costs, and works with the project team to achieve the required outcomes. As an associate project manager, they will have skills in good planning, organisation, leadership, management and communication, as well qualifications, experience and knowledge to work together in a motivated and integrated team.

Key Knowledge/Skills/Behaviour:

Knowledge:

- Project governance
- Project stakeholder management
- Project communication
- Project leadership
- Consolidated planning
- Budgeting and cost control
- Business case and benefits management
- Project scope
- Project schedule
- Resource management
- Project risk and issue management

Skills:

- Project governance
- Project stakeholder management
- Budgeting and cost control
- Business case
- Scope management
- Consolidated planning
- Schedule management
- Risk and issue management
- Contract management and procurement
- Quality management
- Resource management

Behaviour:

- Collaboration and teamwork
- Leadership
- Effective and appropriate communication
- Drive for results
- 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 Maths and English and hold a minimum of 48 UCAS points, or equivalent.

Typical job roles:

Assistant Project Manager, Junior Project Manager and Project Team Leader.

Qualification achieved and professional registration:

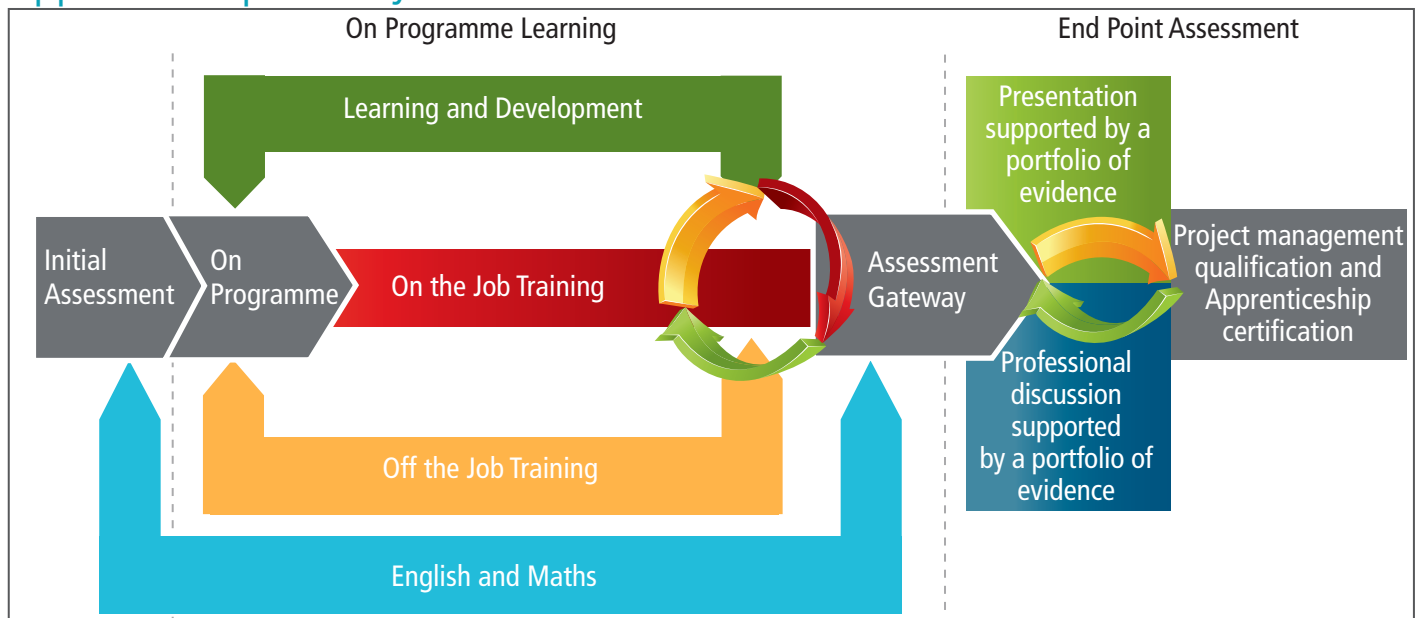
- Associate Project Management Level 4 Apprenticeship
- Association for Project Management, Project Management Qualification (APM PMQ)

Additional qualifications could be added to the standard which could include:

- Prince 2
- Agile

Once starting the course, apprentices may become student members of the Association for Project Management (APM) as the first step in professional membership. On successful completion, apprentices are eligible for progression to the associate membership.

Apprenticeship Journey



Assessment method	Weighting	Duration	Pass	Merit	Distinction
Portfolio of Evidence		On Programme Learning	Total scores across all components range from 45% to 55%	Total scores across all components range from 56% to 65%	Total scores across all components range from 56% to 65%
Practical Observation	33.3%	The assessment will last a minimum of 1 hour			
Presentation	66.6%	The assessment will last a minimum of 1 hour			

Off the job training

The apprentice will spend 20% of their training on learning and developing the required knowledge, skills and behaviours, which will take place out of the workplace and can be in a variety of ways such as; at college, online or face to face training and self-study time.

Support from us

A dedicated Skills Coach will ensure apprentices are on track to complete their work-based learning and academic studies and will have the opportunity to feedback and tailor the programme further.

Recruit an apprentice

Our Account Managers will support and guide you through every step of the way when taking on an apprentice, call our team of experts on 020 7391 6400 and we will advise you on the best way to proceed according to your requirements.

Did you know you can use the government funding for apprenticeships to further develop the skills and knowledge of your existing staff

**020 7391 6400 | employer@capitalcct.ac.uk
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