

## Level 4 Associate Project Manager **New Apprenticeship Standard**

At Skills Training UK we go further in fully understanding what it is that our employer clients want to achieve from their training. We work as their partner in delivering on that vision, developing stronger employees who work well as individuals and as part of a team.



This apprenticeship is for Project Managers responsible for the implementation and on-going management of project(s) in private, public or third sector organisations. An associate project manager utilises suitable resources to work together in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities.

Responsibilities are likely to include on-going management and monitoring of a project or series of projects against developmental and performance milestones, including budgetary control. An Associate Project Manager is also likely to support, manage and develop team members, drive operational planning, resolve problems, and build relationships internally and externally.

### **Employer Commitment**

While direct experience of project management is not required, an employer must be prepared to provide the learner with the opportunity to carry out work and be part of projects which will enable them to produce substantial evidence towards their qualification.

In order to ensure successful progression we request that employers participate in joint reviews of the learner's progress at regular intervals throughout the apprenticeship and have some involvement with the project(s) being undertaken. This ensures continued and positive progress through the apprenticeship. It will also provide the opportunity to discuss and agree how any issues are to be resolved and how additional stretching and challenging activities can be built in.

### **Training and Support from Skills Training UK**

During the apprenticeship the learner will have a dedicated Trainer-Assessor who will visit them within the workplace at least once per month in order to support their learning, development of competency and generation of evidence. This will also be supported between visits by off-site information, advice, guidance and academic progress support. The Trainer-Assessor will work with the learner and the employer in order to ensure that all learning needs are being met for both parties, in order to ensure successful progression against all elements of the apprenticeship.

### **Duration**

Typically this apprenticeship will take 18 to 24 months to complete.

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training in a different class

## << Eligibility

Individual employers will set their own entry requirements. Typically candidates will have achieved a grade C or above in at least 5 GCSEs including English and Mathematics, and hold a minimum of 120 UCAS points, or equivalent. Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the End Point Assessment.

## Requirements: Knowledge, Skills and Behaviours

Below are examples of what the Level 4 Associate Project Manager Standard includes.

### Knowledge

**An associate project manager will be able to understand and have knowledge of:**

- Project governance
- Project stakeholder management
- Project communication
- Project leadership
- Project context
- Budgeting
- Cost Control
- Business case
- Benefits management

### Skills

**An associate project manager will be able to demonstrate the following skills within the context of your organisation:**

- Stakeholder and communications management
- Scope management
- Consolidated planning
- Schedule management
- Risk and issue management
- Contract procurement
- Contract management
- Quality management
- Resource management

### Behaviours

**An associate project manager will be able to demonstrate the following behaviours:**

- **Collaboration and team work** – Understands and is effective as part of an integrated team.
- **Leadership** – Communicates direction, and supports the vision for project delivery.
- **Effective and appropriate communication** – Working effectively with and influencing others, taking account of diversity and equality. Influences and facilitates effective team performance.
- **Drive for results** – Demonstrates clear commitment to achieving results, and improving performance.
- **Integrity, ethics, compliance and professionalism** – Promotes the wider public good in all actions, acting in a morally, legally and socially appropriate manner. Promotes and models the highest standards of professional integrity, ethics, trust and continued development.

### Independent End Point Assessment

**To successfully complete the apprenticeship, the learner needs to pass an independent End Point Assessment which has several stages:**

- A knowledge test using scenarios and questions (IPMA Level D qualification) to be completed before End Point Assessment
- A portfolio – this is a collection of evidence from real work projects
- Presentation and interview carried out via a face to face with an Assessor from the End Point Assessment body, to verify the learner's knowledge and competence

The assessor from the End Point Assessment body will then decide whether to award successful apprentices with a Pass, a Merit or a Distinction.

### Professional Recognition

On completion, apprentices may choose to register as Full Members with the Association for Project Management (APM) to support their professional career development and progression.

