

Apprenticeships

Associate Project Manager

Level 4 Standard

Apprenticeship Code: ST0310
Sector: Business

Length of Delivery

Up to 18 months.

Entry Requirements

Individual employers will set their own entry requirements for their apprentices. Typically, candidates will have achieved a grade 4 or above in at least 5 GCSEs including English and Mathematics, and hold a minimum of 48 UCAS points, or equivalent.

About the Role

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. Some organisations use 'project manager' as a generic job title.

What Apprentices need to learn

Apprentices need to complete 20% off-the-job training during the on-programme phase of their apprenticeship. Specific rules govern this, and it must take place in the apprentice's contracted hours.

Apprentices will learn the following:

Knowledge:

- Project Governance
- Project Stakeholder Management
- Project Communication
- Project Leadership
- Consolidated Planning
- Budgeting and Cost Control
- Business Case and Benefits Management
- Project Scope
- Resource Management
- Project risk and issue management
- Contract management and procurement
- Project quality
- Project context

Skills:

- Project governance
- Stakeholder and communications 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

Behaviours:

- Collaboration and teamwork
- Leadership
- Effective and appropriate communication
- Drive for results
- Integrity, ethics, compliance and professionalism

Please go to the Institute of Apprenticeships website for further detail on the standard and assessment www.instituteforapprenticeships.org/apprenticeship-standards/associate-project-manager/

End Point Assessment (EPA): how apprentices achieve their qualification

Apprentices are required to complete an End Point Assessment (EPA) to achieve their qualification. The EPA is designed to assess the knowledge, skills and behaviours gained are sufficient to be awarded the Standard. Apprentices will be assessed by a presentation and professional discussion supported by a portfolio of evidence.

Before you can book end point assessment, Lakes College and the employer will sign off that the apprentice will be ready for EPA by a gateway assessment. In order to pass, the apprentice must have achieved:

- Either before or during the apprenticeship, apprentices will be required to achieve level 2 qualifications in English and Mathematics prior to taking end point assessment. Apprentices are required to achieve a suitable level of knowledge as part of their development such that they achieve an APM Project Management Qualification, prior to their EPA.

Progression Opportunities

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.

Next Stage

- If you are an employer please contact our Business Accounts Management lead via team-sales@lcwc.ac.uk, whom will arrange an appointment to support your recruitment needs.
- If you are an applicant please either:
Go to our website www.lcwc.ac.uk and apply
or contact our admissions team **01946 839300**
or email admissions@lcwc.ac.uk


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