



Associate Project Manager Apprenticeship



Level: 4 Duration: 18 to 24 months

Occupational Profile

Project managers need strong effective planning, organisation, leadership, management and communication skills.

This programme incorporates the following commercial certifications:

- Prince 2 Foundation
- Prince 2 Practitioner
- APM Project Management (PMQ)

Our delivery centres around activity-based workshops which embed learning of theory through practical application in a live project-room environment, rather than simply teaching to pass a test. These workshops also build presentation and influencing skills grounded in theories of Change Management & Social Psychology.

Entry criteria: Grade C or above in at least 5 GCSEs including English/Mathematics, & hold the equivalent of a Full Level 3 Qualification (120 UCAS Points).

Delivery Model: We blend face-to-face teaching & learning, activity-based workshops, work-based assessment, webinars, use of textbooks and online resources. Activity-based workshops every 2 to 4 weeks depending on the delivery model preferred by the Employer.

Progression: Can be tailored to a broad spectrum of roles & levels; from experienced Senior Managers & Engineers to new Project Managers, Assistant Project Managers and Project Team Leads. Aviation, Construction, Public sector, Engineering, Finance, Banking, Insurance, Hospitality, Health, IT, Logistics, Retail & Supply Chain.

Additional information: There are no entry requirements to the apprenticeship but employers may run their own selection process. Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship.

Knowledge

The Associate Project Manager Apprentice will be able to understand & have knowledge of.

You will know and understand:

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

Skills

The Associate Project Manager Apprentice will be able to demonstrate the following skills within the context of your organisation.

You will be able to:

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

Behaviours

The Facilities Management Apprentice will be able to demonstrate the following behaviours:

What is required:

- Analytical Customer Focused
- Collaborative Eective Communicator
- Flexible Honest
- Methodical

End Point Assessment

Month 1-3	Month 6-9	Month 9-12	Month 12-15	Month 15-18	Month 18
Induction	Prince 2 mock exams	Prince 2 mock exams	APM sample exam question	APM exam	EPA
Workshop Commence	Portfolio Building	Portfolio Building	Portfolio Completion	EPA Gateway	
Portfolio Building	Fortnightly Workshops	Fortnightly Workshops	Fortnightly Workshops	Summative IQA of Portfolio	
Prince 2 Sample Exam Questions					

- Prior to the EPA, candidates need to pass all 3 exams (Prince2 Foundation, Prince2 Practitioner & APM PMQ)
- Exemplar PRINCE2 and APM exam question papers will be administered throughout the delivery to ensure exam readiness & embed exam technique
- Mock exams will take place under simulated exam conditions at pre-determined points in the programme
- Formative & summative assessment will also take place throughout the programme
- Candidates will be guided & directed to bring work-based evidence to the workshops to be assessed and built into the portfolio of evidence
- The portfolio of evidence will be reviewed via Internal Quality Assurance to ensure readiness for End Point Assessment
- Presentation & discussion of evidence will be built into workshops to help candidates develop their presentation techniques and build confidence in discussing their portfolio of evidence with their peers.
- Apprentices will be eligible to be put forward for the end-point assessment after a minimum of 12 months and having passed the APM Project Management Qualification.
- The gateway for this will be an evaluation discussion with the apprentice, to review the portfolio of evidence, led by the employer, which includes the training provider and mentor (where appropriate).
- The apprentice will be independently assessed to the standard using the following assessment methods.



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