

# Associate Project Manager

## Level 4 Apprenticeship Standard

**1**

### Who is this qualification for?

In our modern, rapidly changing world Project Managers make things happen. Anyone using an IT system, running a marketing campaign or simply working in an office will be benefiting from successful projects. All organisations need to develop and grow or be left behind but where resources are increasingly limited they need to do so efficiently and effectively. This is what Project Managers do - deliver on time, to budget, successfully.

Depending on the size of the organisation 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
- Project Manager

Along with specific Project Managers, this qualification is also relevant to managers in general who as part of their role have additional Project Management responsibilities. Finally, more and more people are choosing Project Management as a first career and Project Management Apprenticeships are a great way to start.

**2**

### The Journey

There are three key stages to the delivery of the Apprenticeship:

- On Programme
- Gateway
- End Point Assessment (EPA)



### Gateway

The Gateway is the opportunity for the provider and the employer to agree whether the Apprentice is ready to take their EPA. Considerations for this are:

- Has the Apprentice been on programme for a minimum of 12 months?
- Has the Apprentice completed their level 2 English and Maths qualifications?
- Has the Apprentice been assessed against all of the knowledge, skills and behaviours?
- Has the Apprentice had the opportunity to take mock tests and practice interviews?



**3**
**On Programme**

This is the substantive part of the Apprenticeship and includes both on-the-job and off-the-job training and assessment. During this stage the learner will develop skills, knowledge and behaviours, as outlined in the two-part Standard. One of the key features of the Standard Apprenticeship is flexibility. Providers and employers now have more choice in how they deliver the On-Programme component of the Apprenticeship. A blend of resources and employer/provider designed materials are used to deliver bespoke Apprenticeship programmes that meet the needs of employers and learners.

**4**
**Study Mode**

Our provision is delivered through a mixture of face-to-face visits, e-learning and live or recorded webinars. Learners have 24/7 access to course materials and resources. This minimises travel, hiring of venues and time out of the office.

**5**
**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. Learners must be in a job role relevant to the qualification.

**End Point Assessment**

The EPA for the Associate Project Manager Apprenticeship will include:

- Presentations supported by portfolio of evidence.
- Professional discussion supported by portfolio of evidence.

The EPA is carried out by an independent Apprentice Assessment Organisation (AAO). Riverside will advise and engage with a suitable AAO on behalf of the learner and employer.

**Link to Professional Registration**

Upon commencement, Apprentices may become student members of the Association for Project Management (APM) as a first step to professional membership. On completion of the Apprenticeship associate or full membership can be obtained through further experience and professional development.


**Duration**

Typically this apprenticeship will take 18 - 24 Months


**Funding Cap**

£9,000

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