

Associate Project Manager

LEVEL 4



14 month programme + EPA

Become equipped with the confidence and knowledge to take on projects in various industries through this Level 4 Apprenticeship.

Introduction to the course

The Level 4 Associate Project Manager apprenticeship is aimed at those involved in all levels of project management, enabling them to work effectively and efficiently to ensure their organisation operates successfully.

The course will explore different organisational structures, responsibilities and stakeholders and demonstrate the importance of project management planning and project communication plans.

In addition to more traditional leadership skills, learners will manage projects in line with wider business issues and benefits management, to ensure the most effective use of time and resources.

Learner outcomes

Learners will progress through a series of modules covering core skills in the project planning process. They will work through the project definition, concept and development phase before looking at the project handover.

Learners will also learn about budget management and cost control and to consolidate plans to support over all management objectives.



Assessment

During the course, learners will have the option to study one of two pathways:

- Non-Professional Qualification pathway
- Professional Qualification pathway (APM or PRINCE2 Foundation)

Learners will require to produce a portfolio of work based evidence, and complete an End-Point Assessment consisting of a presentation and professional discussion.

A good fit for

This programme is relevant to those project management roles looking to gain further knowledge and progress their career. Example roles may include:

- Assistant Project Manager
- Project Team Leader
- Project Manager
- Technical or Associate Project Manager

What's next?

On completion, learners will be eligible to register for Associate Membership of the Project Management Association (APM).

Learners could also progress to a management qualification such as Operations Manager, Level 5.



Course overview



Start Date
Flexible



Level
4



Duration
14 months + 5 months EPA



Delivery
Blended



Assessment
On-Programme and End-Point Assessment



Qualification
Associate Project Manager apprenticeship at Level 4

Associate Project Manager

LEVEL 4 (NON-PROFESSIONAL QUALIFICATION)

unlocking potential
delivering personalisation
enhancing performance



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Blended Delivery Model

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Programme Induction & Enrolment	Blended learning, Coaching, Mentoring & Peer Support													
	Projects, Programmes and Portfolios Programme Launch Project management frameworks and principles Project lifecycle	Project success and benefit realisation Extended lifecycles Investment decisions and business cases Adoption and benefit realisation Regulatory environment	Stakeholder management and communication Stakeholder analysis Engagement and influence Adoption and Communications plans and channels	Leadership, teamwork and motivation Leadership styles Team dynamics and project outcomes Team collaboration Coaching and mentoring	Scope, change management, and configuration management Define and manage project scope Change control Configuration management processes	Schedule management Features of scheduling tools, including Gantt, PERT and resource allocation Critical paths and chains Operational adjustments	Resource management and procurement Resource optimisation Procurement strategies Estimation and planning techniques	Quality management, risk, and issue management Risk identification and analysis Assurance Risk management principles Quality audits and reviews	Estimating, contract management, cost and budget control, and EVM Project budgets and estimation techniques Key components of EVM Earned Value Management in project performance & progress	Governance and PMP Governance principles and boards Project management plans Options and solutions	Information management, report writing, and transition control Information management Transition control and handover Change management	EPA presentation skills Project and presentation skills Advanced presentation tools and techniques Stakeholder communication strategies		

Gateway



End Point Assessment

5 Months

- ✓ Portfolio
- ✓ Professional Discussion
- ✓ Presentation



Apprenticeship Achieved

Key



Workshop



Exam



Progress reviews

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Key



Workshop



Exam



Progress reviews