

Associate Project Manager

LEVEL 4



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.



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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

 14 month programme + EPA

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Blended Delivery Model

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Programme Induction & Enrollment	Projects, Programmes & Portfolios Programme launch. Project management frameworks and principles. Project lifecycle	Project Success & Benefit Realisation Extended lifecycles. Investment decisions and business cases. Adoption and benefit realisation. Regulatory environment.	Stakeholder Management & Communication Stakeholder analysis. Engagement and influence. Adoption and Communications plans and channels.	Leadership, Teamwork & Motivation Leadership styles. Team dynamics and project outcomes. Team collaboration. Coaching and mentoring.	Scope, Change Management, & 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 & Procurement Resource optimisation. Procurement strategies. Estimation and planning techniques.	Quality Management, Risk & Issue Management Risk identification and analysis. Assurance risk management principles. Quality audits and reviews.	Estimating, Contract Management, Cost & Budget Control, & EVM Project budgets and estimation techniques. Key components of EVM. Earned Value Management in project performance & progress.	Governance & PMP Governance principles and boards. Project management plans. Options and solutions.	Information Management, Report Writing, & 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.		

Blended Learning, Coaching, Mentoring & Peer Support

Gateway



End Point Assessment

5 Months

- ✓ Portfolio
- ✓ Professional discussion
- ✓ Presentation

 Apprenticeship Achieved

Key



Workshop



Exam



Progress Reviews