

# LEVEL 4 ASSOCIATE PROJECT MANAGER

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. Depending 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, or project team leader.

## DELIVERY OVER 24 MONTHS

### INDUCTION

One day induction to Apprenticeship programme, meeting with a Skills Coach and Delivery Plan agreed.

### IN COLLEGE

One remote delivery workshop session a month for the duration of the Programme.

### ONLINE

Access learning materials 24/7 via Mindful - your online learning environment

### ASSESSMENT

On programme assessments every 6-8 weeks, including progress reviews every 8-10 weeks.

### COMMITMENT

- 20% of the contracted working hours will be spent on learning and developing the required Knowledge, Skills and Behaviours.
- Target grades recorded and gaps identified for improvement.
- Employer and apprentice complete an annual review and evaluation to assure apprentice performance is on track.

### QUALIFICATION AND PROFESSIONAL MEMBERSHIP

- Student member of the Association for Project Management (APM)
- Associate membership upon successful completion of the apprenticeship
- Full membership can be attained through further professional development

## KNOWLEDGE/ SKILLS/BEHAVIOURS

### Knowledge

- Governance
- Stakeholder and communications management
- Budgeting and cost control
- Business case and benefits

### Skills

- Scope management
- Consolidated planning
- Schedule management
- Risk and issue management

### Behaviours

- Collaboration and team work
- Leadership
- Effective communication
- Integrity, ethics, compliance and professionalism

## 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, and hold a minimum of 48 UCAS points, or equivalent. For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirement is Entry Level 3. British Sign Language qualifications are an alternative to English qualifications for whom this is their primary language.

### PROGRESSION

- Project manager Level 6