

Level 4

# ASSOCIATE PROJECT MANAGER



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# PROGRAMME OVERVIEW

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Our Level 4 Associate Project Management programme is designed to upskill existing employees and new recruits.

Together Training's offer is designed to create an end-to-end talent pipeline throughout businesses, using content which reinforces the same ideas but is delivered at a level to suit the experience and role being undertaken by the apprenticeship.

The potential opportunities available are huge as projects can be large or small, defined and delivered within different contexts and across diverse industry sectors.

The development of the assessment methodology has taken account of the knowledge, skills and behaviours (KSBs) acquired through the level 4 apprenticeship as an Associate Project Manager and the need for a synoptic end-point assessment.

Upon commencement, apprentices may become student members of the Association for Project Management (APM) as the first step of professional membership.

**Qualification:** APM Project Management Qualification

**Duration:** Typically this will take 24 months

**Entry requirements:** Participants must be working in a project management role to ensure that they have the necessary foundations on which to further build their knowledge, experience and skills. Employers will set the criteria, but this is likely to include; GCSEs Grade A\*-C in English and maths (or equivalent); a L3 apprenticeship or related qualification

Participants must have been a UK/EEA/EU resident for the last 3 years.

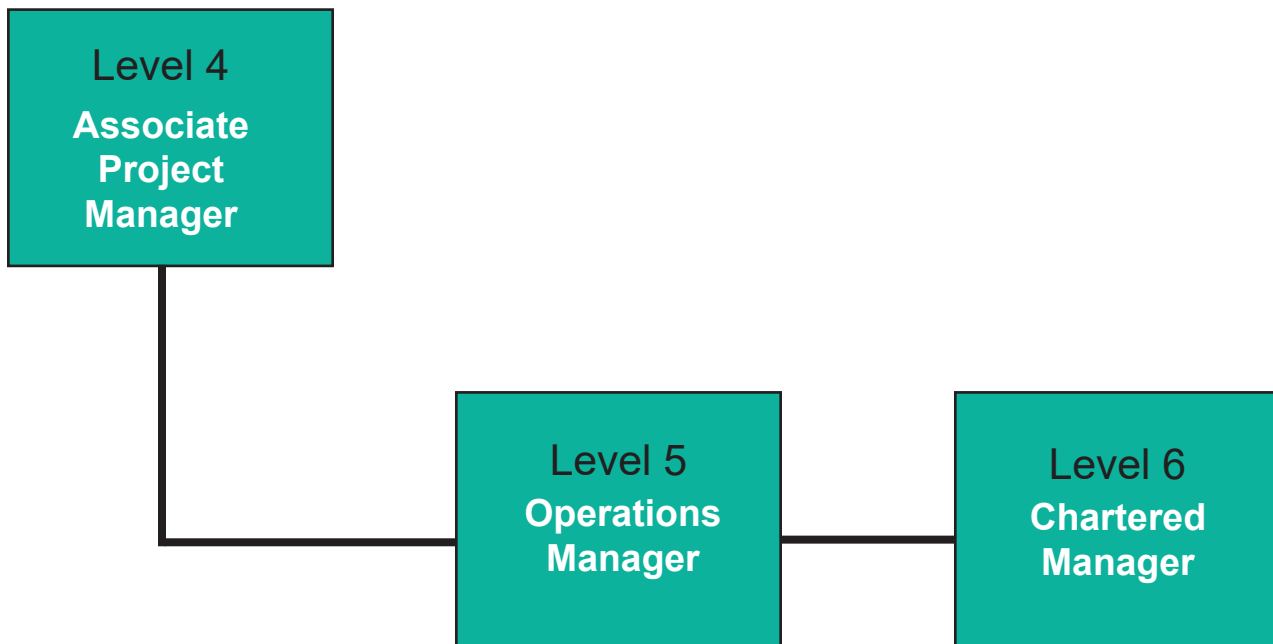
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# PROGRAMME PATHWAY

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Our programmes are designed to develop apprentices' skills, preparing them for that all important next step in their career. This qualification sets them up perfectly to work as an associate project manager or continue their learning further.





## JOB ROLES

Typical job titles for the role might include:

Assistant Project  
Manager

Junior Project  
Manager

Associate Project  
Manager

Project Team  
Member

Project Manager

## LEARNING APPROACH

This apprenticeship will maximise the amount of time spent training, with a blended learning approach.

This will be a combination of the following:



Face to face



Masterclasses



Online content

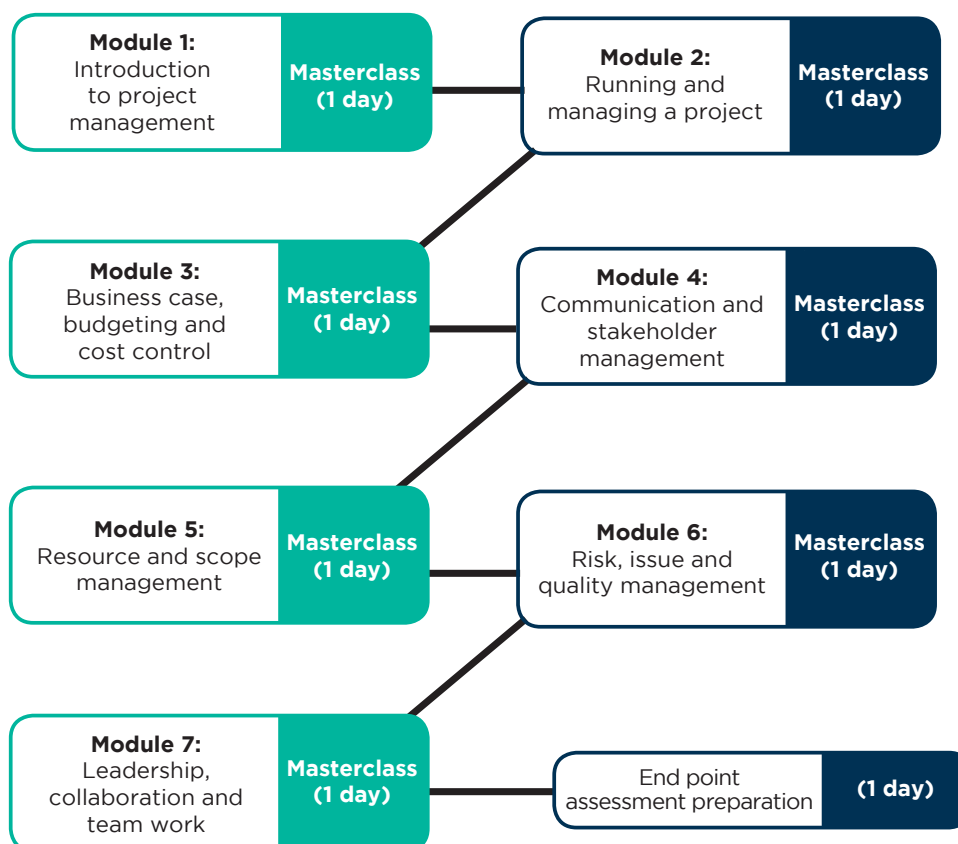


Coaching in  
the workplace



# MASTERCLASSES

Once a month, apprentices will take a day out of the office to connect with peers studying on the Career Practitioner programme and work with our expert Training Consultants to learn more about the theoretical approaches.



The APM Project Management Qualification will need to be passed as part of the programme, prior to taking the end point assessment. This will be discussed at enrolment.





## LEARNING AREAS

Whilst all 17 learning areas are eligible for assessment as part of the End Point Assessment (EPA) the apprentice, in consultation with their employer/mentor and training provider, will select the 15 areas that will be assessed (5 through the presentation & 10 through the professional discussion).

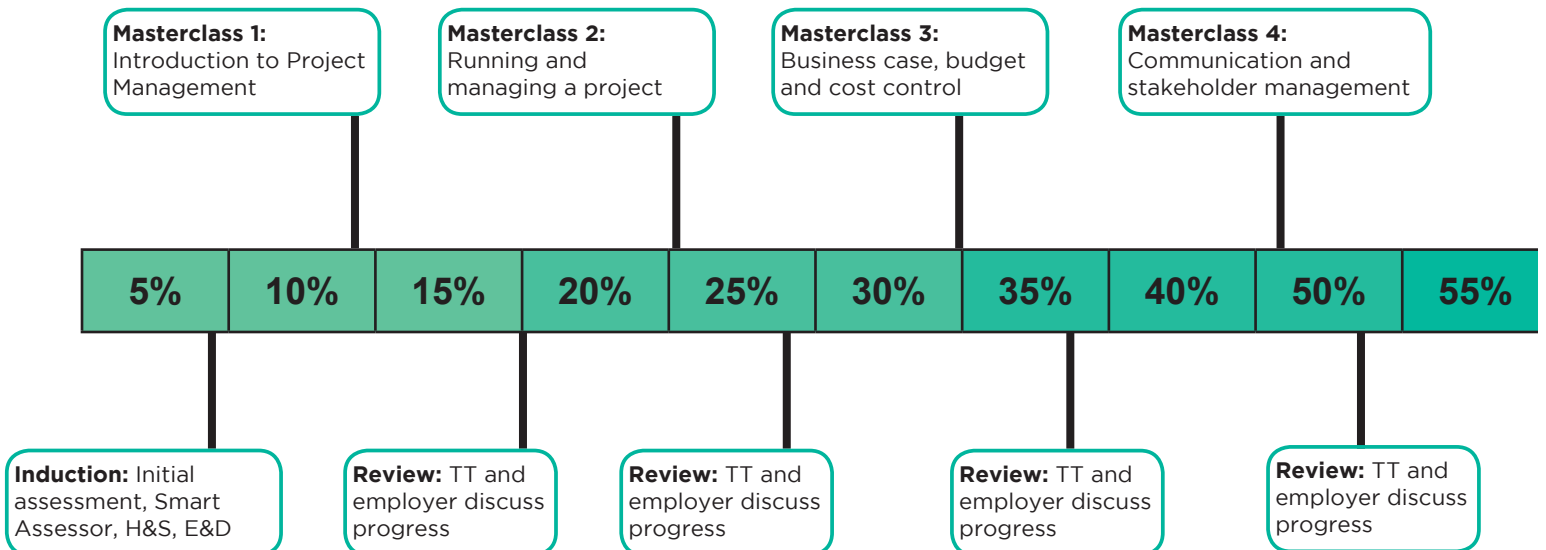
Learning area	Knowledge	Skills	Behaviour
Governance	<b>X</b>	<b>X</b>	
Stakeholder and communications management	<b>X</b>	<b>X</b>	
Budgeting and cost control	<b>X</b>	<b>X</b>	
Business case and benefits	<b>X</b>	<b>X</b>	
Scope management	<b>X</b>	<b>X</b>	
Consolidated planning	<b>X</b>	<b>X</b>	
Schedule management	<b>X</b>	<b>X</b>	
Risk and issue management	<b>X</b>	<b>X</b>	
Contract management and procurement	<b>X</b>	<b>X</b>	
Quality management	<b>X</b>	<b>X</b>	
Resource management	<b>X</b>	<b>X</b>	
Context	<b>X</b>	<b>X</b>	
Collaboration and team work			<b>X</b>
Leadership			<b>X</b>
Communication			<b>X</b>
Drive for results			<b>X</b>
Integrity, ehtics, compliance and professionalism			<b>X</b>

Level 2 functional skills, English and maths will need to be passed as part of the programme (if not already) and certificates presented, prior to taking the end-point assessment. This will be discussed at enrolment. We will continue to develop participant's English and maths skills at all levels.

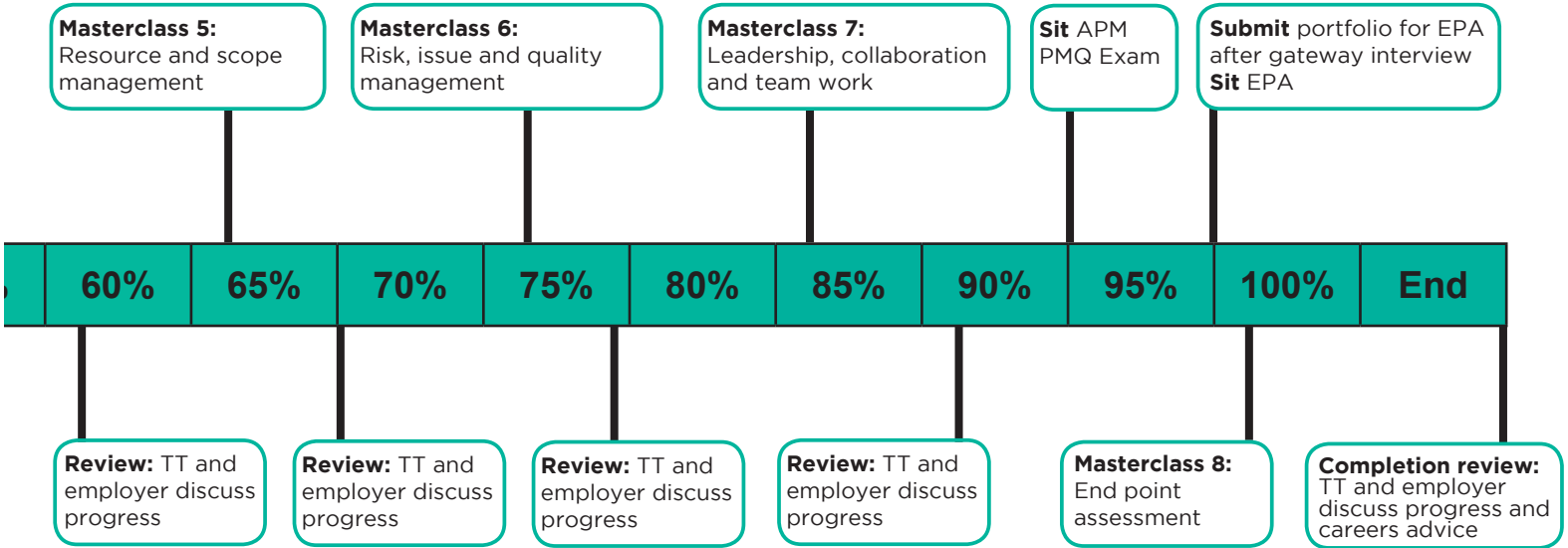


# ASSESSMENT PLAN

Our assessment plan is clear so that employers and participants can rest assured they are fully prepared for all aspects of this programme.









## 20% OFF THE JOB TRAINING

Our programme design facilitates off-the-job learning so we can support you to confidently evidence the 20% off-the-job training which needs to be completed within working hours.

We are the apprenticeship experts and can help advise you on how best to do this. Our programme facilitates off-the-job learning, as it has been developed with online learning and on-the-job learning, as well as classroom training. This 20% needs to be done within contracted working hours.

Activity	Examples of valid off-the-job training
Classroom sessions/Lectures	Block or day release
Masterclasses	Held at Together Training Business Lounge
Simulation exercises	Business models and gaming
Online learning	Online training modules and support materials
Shadowing	In work or new departments/locations
Coaching	Support from Line Managers/colleagues
Industry visits	Within sector or outside of the work roles
Writing assessments/assignments workbooks	Short exercises or long project reports
Numeracy and literacy training required to perform the job	English and maths related to the job role
Preparing for professional discussion	In support of portfolio work or job related
Gathering evidence for portfolio of evidence	Recording learning and training

## Delivering End Point Assessments

Together Training has partnered with a registered end point assessment organisation.



For more information on our Level 4 Associate Project Management programme, please get in touch:

✉ [John.McMahon@togethertraining.co.uk](mailto:John.McMahon@togethertraining.co.uk)

☎ 07500 126450

☎ 01923 812150

🌐 [togethertraining.co.uk](http://togethertraining.co.uk)



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