

# Associate Project Manager

Level

4

Duration

Typically  
20 - 24 months

Cost £6,000

## How can an Associate Project Manager apprentice benefit my business?

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. An Associate Project Manager supports the business to run more smoothly. It allows your team to focus on the work that matters, free from the distractions caused by tasks going off-track or budgets spinning out of control.

## Who is the Associate Project Manager apprenticeship for?

An Associate Project Manager Apprenticeship would suit someone who is very organised and manages projects within an organisation or team. They work with the project team to achieve the required outcomes. Job titles will vary, but typically they can include Assistant Project Manager, Junior Project Manager and Project Team Leader.

## Additional 'Mandatory' Qualification

### APM Project Management Qualification

Cost: This cost is included in the above apprenticeship standard

As an addition to the Associate Project Manager Level 4 Apprenticeship, your apprentice will also complete the APM Project Management Qualification. This will develop their knowledge of project management, along with skills to progress in the workplace.

This qualification can be completed in order to gain a nationally recognised qualification as part of the above apprenticeship standard. This qualification will provide the skills training below:

- Ability to demonstrate knowledge of all elements of project management
- An understanding of how these elements interact and how your project fits into your strategic and commercial environment

The aim of this qualification is to support the apprentice's preparation for the End Point Assessment (EPA).

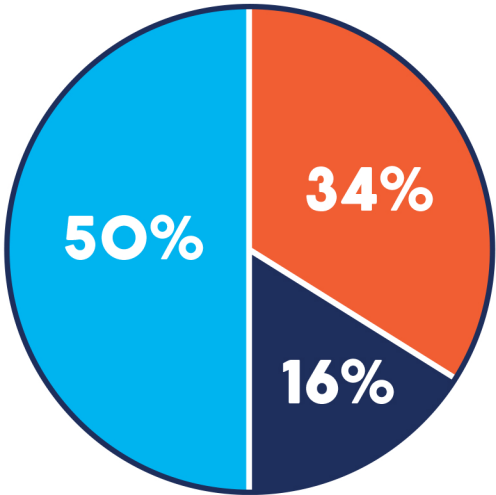
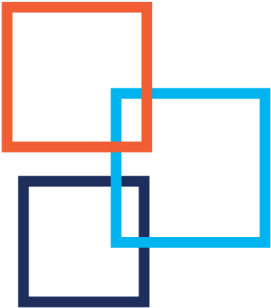
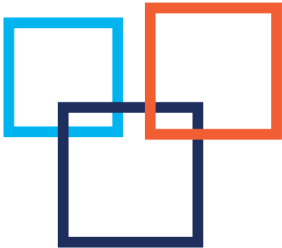
## What will it cost the business to take on an apprentice?

**Levy-paying employers** in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

**Non-levy paying employers:** The government will fund between 95% - 100%\* of the cost of training an apprentice.

\*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

How is the '20% off-the-job' training delivered?



	Work-based Activity
	Self-Study Assessment
	Classroom Activity

Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Associate Project Manager Level 4 Standard consists of:

- Presentation supported by a portfolio of evidence
- A professional discussion supported by a portfolio of evidence

On successful completion of the EPA, apprentices may become student members of the Association for Project Management (APM) as the first step of professional membership. Apprentices will be eligible for progression to Associate Membership upon successful completion of the apprenticeship. Full membership can be attained through further experience and professional development.

The Learner Journey

Month 1	Sign up and Induction	Skills scan · Induction · Learning plan · Career planning
Months 2-6	On Programme	Knowledge workshops · Progress reviews · Functional skills (if applicable) · Career advice and guidance
Months 7-18	Apprenticeship Workshops	Skills development · Portfolio building · Tutorials · Peer learning · Career advice and guidance
Months 18	Gateway to EPA	Portfolio · L4 APM Project Management exam · Gateway meeting
Months 19-20	EPA	Presentation with Q&A session · Professional discussion · Progression routes

Progression

On successful completion there are several progression routes for your staff based on your business needs and their specific job role:

- Operations / Departmental Manager Level 5
- Improvement Technician Level 4
- Improvement Practitioner Level 4