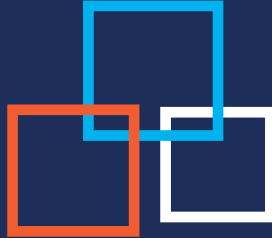


# Associate Project Manager



Level

4

Duration

Typically 16 months

**Levy Cost** £7,000

**Non-Levy Cost**  
Fully funded or 5% (£350)

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

Unlock the full potential of your organisation with the Associate Project Manager Apprenticeship at Colchester Institute. This program offers a cost-effective solution to upskill your staff, providing enhanced project management skills, fostering innovation and leadership, and ensuring efficient project delivery. By investing in this apprenticeship, you not only retain top talent but also future-proof your organization for success in today's competitive market.

## Who is the Associate Project Manager apprenticeship for?

The Project Manager apprenticeship is designed for individuals who are aspiring to or currently working in a project management role. It is ideal for those seeking to develop their project management skills, whether they are new to the field or looking to advance their existing career. This apprenticeship is suitable for a wide range of industries and sectors, providing valuable skills applicable to various project management roles.

## Additional **Optional** Qualification

### APM Project Management Qualification

Cost: £800

This is an additional course that could support the Associate Project Manager Apprenticeship, your apprentice can have the option to develop their knowledge of the APM Professional Standard, along with skills to progress in the workplace.

This course can be completed to gain a nationally recognised qualification in addition to the above apprenticeship standard. This qualification will provide the skills training below:

- Setting up for project success
- Preparing for change
- People and behaviours
- Planning and managing project deployment

The aim of this qualification is to support the apprentice's preparation for the End Point Assessment (EPA), but is not essential.

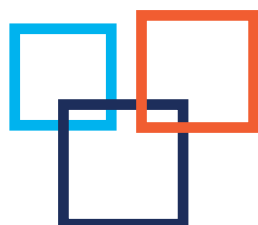
## What will it cost the business to take on an apprentice?

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

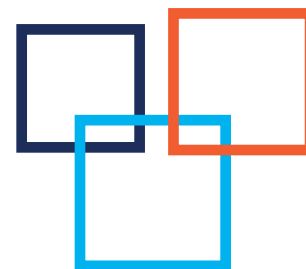
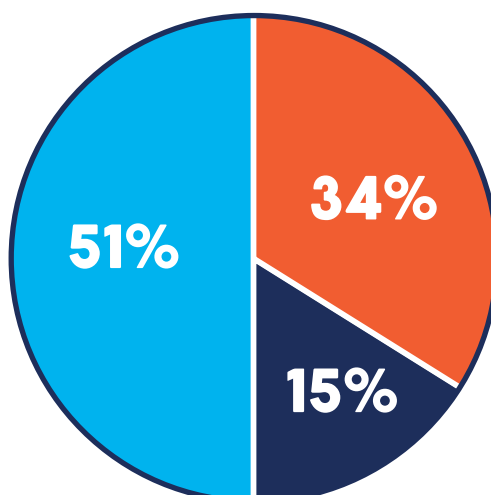
**Non-levy paying employers:** The government will fund between 95% - 100%\* of the cost of training an apprentice.

\*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?



### Functional Skills



|  |                                      |
|--|--------------------------------------|
|  | Work-based Activity                  |
|  | Knowledge, self-study and assessment |
|  | Classroom self-study                 |

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 Standard consists of:

- A project with report
- A professional discussion underpinned 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 · Developmental activities · Learning plan agreed                                 |
| Months 1-6   | Knowledge, delivery and assessment               | Knowledge workshops · Progress reviews · Functional skills (if applicable)                                |
| Months 7-13  | Managing work-based projects, portfolio creation | Skills development · portfolio building · Tutorials · Peer learning · Career advice and guidance          |
| Months 14-16 | EPA Prep & Gateway                               | Portfolio completion · Knowledge revision · Mock EPA  |
| Months 19-20 | EPA  | Project with report · Professional discussion underpinned by a portfolio of evidence · 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
- Coaching Professional Level 5
- Senior Leader Level 7