



TRAINING SOLUTIONS

ASSOCIATE PROJECT MANAGER APPRENTICESHIP LEVEL 4

Introduction

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. Typical job titles for the role might include: assistant project manager, junior project manager, associate project manager or project team member.

Entry Requirements

You will be assessed to ensure you have the ability to complete the English and maths qualifications at level 2.

Functional Skills

Apprentices will be required to have or achieve level 2 English and maths prior to completion of their Apprenticeship. If this has already been achieved, then development of further English and maths skills will continue for the whole of the apprenticeship.

Duration

Typically 24 months.

Progression

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.

Funding

This apprenticeship is in funding band 9. Levy paying employers may fund apprentices on this programme from their Apprenticeship Account and non-levy paying SMEs through the co-funded option. There may be a small fee for some SME's.

End Assessment

To achieve this apprenticeship standard, the employer, training provider and apprentice will agree when the apprentice is ready and competent to undertake the independent end assessment, which will test their skills knowledge and behaviours required for this role.

Associate Project Manager Apprenticeship Level 4

Mandatory on programme assessment includes:

Project management qualification recognised by the IPMA at level D or APM Project Management Qualification

The apprentice will be required to complete a Project management qualification recognised by the IPMA at level D, this needs to be completed alongside the apprenticeship or previously obtained. The IPMA level D qualification provides the apprentice with an industry recognised qualification. This will be completed by passing an examination prior to end point assessment as well as completing the portfolio of evidence.

MILESTONES

Pre-sign-up

- Understand workplace duties and responsibilities and apprenticeship commitment
- Initial assessment and diagnostic Tests
- Induction and sign-up paperwork completed

Month 1

- Induction to the programme
- Agree expectations
- Discuss portfolio of evidence Initial performance expectations
- Agree work plan
- Pick Units and Workshop Sessions

Month 2

- Workshop 1 – Project Governance
- MILESTONE 1**
- BKSb Diagnostic for both maths and English completed
 - Initial assessment of project management skills
 - First skills review to check skills, knowledge and behaviour progress

Month 3

- Workshop 2 – Stakeholder and Communications management
- Review Portfolio of evidence

Month 4

- Workshop 3 – Budgeting and Cost Control
- Review Portfolio of evidence

Month 5

- Workshop 4 – Business Case and Benefits Management
- Review Portfolio of evidence

Month 6

- Workshop 5 – Scope Management
- Begin Knowledge tests in preparation for IPMA Level D Qualification
- Review Portfolio of evidence and Smart Assessor

Month 7

- Workshop 6 – Consolidated Planning
- MILESTONE 2**
- Sit and pass the first Functional Skill at Level 2 (if required)
 - Second skills review to check skills, knowledge and behaviour progress
 - Review Portfolio of evidence and Smart Assessor Update

Month 8

- Workshop 7 – Schedule management
- Review Portfolio of evidence and Smart Assessor Update

Month 9

- Workshop 8 – Risk and Issue management
- Review Portfolio of evidence and Smart Assessor Update

Month 10

- Workshop 9 – Contract management and Procurement
- Review Portfolio of evidence and Smart Assessor Update

Month 11

- Workshop 10 – Project Context
- MILESTONE 3**
- Sit and pass the second Functional Skill at Level 2 (if required)
 - Review Portfolio of evidence and Smart Assessor Update

Month 12

- Review Portfolio of evidence and Smart Assessor Update
- Completion of IPMA Level D Qualification

Month 13

- Review Portfolio of evidence and Smart Assessor Update

Month 14

- MILESTONE 4**
- Third skills review to check skills, knowledge and behaviour progress
 - Reflect on project skills; budgeting, planning and risk management
 - Review Portfolio of evidence and Smart Assessor Update

Month 15

- Review Portfolio of evidence and Smart Assessor Update
- Resit – IPMA Level D Qualification

Month 16

- Review Portfolio of evidence and Smart Assessor Update

Month 17

- Review Portfolio of evidence and Smart Assessor Update

Month 18

- MILESTONE 5**
- EPA discussion between the employer / apprentice and College to confirm proceeding to EPA
 - Book EPA
 - Review Portfolio of evidence and Smart Assessor Update
 - Knowledge and Understanding preparation for presentation and professional discussion at end point assessment
 - Organise Portfolio ready for submission
 - Update CPD

Month 19

- Review Portfolio of evidence and Smart Assessor Update
- Knowledge and Understanding preparation for presentation and professional discussion at end point assessment
- Organise Portfolio ready for submission
- Update CPD

Month 20-24

Submit portfolio ready for EPA Presentation and Professional Discussion



@westoncollege

01934 411 594

www.weston.ac.uk/employers

Knowledge and understanding (Know it)

Project governance

Different types of organisational structures and responsibilities, functions and project phases on different types of project. How governance can control and manage the successful delivery of projects. The significance of the project management plan (PMP).

Project stakeholder management

Stakeholders: their perspectives, different interests and levels of influence upon project outcomes.

Project communication

Key contexts of a project communication plan, its effectiveness in managing different stakeholders. Factors which can affect communications such as cultural and physical barriers

Project leadership

The vision and values of the project and its links to objectives; the ways in which these can be effectively communicated and reinforced to team members and stakeholders. Leadership styles, qualities and the importance of motivation on team performance. Characteristics of the working environment which encourage and sustain high performance.

Consolidated planning

Purpose and formats for consolidated plans to support overall management, taking account of lessons learnt and how the plans balance fundamental components of scope, schedule, resources, budgets, risks and quality requirements.

Budgeting and cost control

Funding, estimating, overheads; direct costs, indirect costs, fixed costs, variable costs and an overall budget for a project; tracking systems for actual costs, accruals and committed costs; alternative cost breakdowns to provide for graphical representations, and performance management.

Business case and benefits management

Preparation and/or maintenance of business cases, including benefits management.

Project scope

Requirements management, and evaluation of alternative methods to learn from the past to improve delivery. Project scope change control, baseline change management, configuration management.

Project schedule

Scheduling and estimating for project activities including how they can be quality assessed. Progress monitoring and metrics to assess work performed against the schedule. Schedule management methods to evaluate and revise activities to improve confidence in delivery.

Resource management

Resource analysis, resource allocation and resource acceptance.

Project risk and issue management

The need for and implementation of a risk management plan. Risk management methods and techniques to identify and prioritise threats or opportunities. Mitigation actions to minimise risk impacts and to optimise benefits by managing opportunities.

Contract management and procurement

The nature of contracts, and their implications for contracting organisations. Procurement processes. Legal and ethical means for managing contracts.

Project quality

Quality management processes, assurance and improvements. Outcomes of a quality management plan, metrics for processes and quality standards.

Project context

The different contexts in which projects can be delivered, including health, safety, and environment management. The interdependencies between project(s), programme(s) and portfolio management. Project phases and key review points, across project life cycles.

Risk, and issue management

Identify and monitor project risk or opportunity, plan and implement responses to them, contribute to a risk management plan. Respond to and manage issues within a defined governance structure.

Contract management and procurement

Facilitate a procurement process, contribute to the definition of contractual agreements and contribute to managing a contract.

Quality management

Develop a quality management plan, manage project assurance, and contribute to peer reviews. Utilise an organisation's continual improvement process including lessons learned.

Resource management

Develop resource management plans for project activities, acquire and manage resources including commitment acceptance, monitor progress against plans.

Behaviours (Live it)

Collaboration and team work

Understands and is effective as part of an integrated team.

Leadership

Communicates direction, and supports the vision for project delivery.

Effective and appropriate communication

Working effectively with and influencing others, taking account of diversity and equality. Influences and facilitates effective team performance.

Drive for results

Demonstrates clear commitment to achieving results, and improving performance.

Integrity, ethics, compliance and professionalism

Promotes the wider public good in all actions, acting in a morally, legally and socially appropriate manner. Promotes and models the highest standards of professional integrity, ethics, trust and continued development.

Skills (Show it)

Project governance

Project monitoring and reporting cycle to track, assess and interpret performance by the application of monitoring techniques to analyse status and manage information.

Stakeholder and communications management

Manage stakeholders, taking account of their levels of influence and particular interests. Manage conflicts and negotiations. Communicate to a variety of different audiences. Contribute to negotiations relating to project objectives.

Budgeting and cost control

Develop and agree project budgets, monitor forecast and actual costs against them and control changes. Support funding submissions. Tracking systems for actual costs, accruals and committed costs; structures for alternative cost breakdowns.

Business case

Contribute to the preparation or maintenance of a business case including achieving required outcomes.

Scope management

Determine, control and manage changes to the scope of a project, including assumptions, dependencies and constraints.

Consolidated planning

Consolidate and document the fundamental components of projects. Monitor progress against the consolidated plan and refine as appropriate, implementing the change control process where relevant.

Schedule management

Prepare and maintain schedules for activities aligned to project delivery.

END TEST CRITERIA

Readiness for the Independent End Assessment

An Apprentice will be put forward for end point assessment when they are in the best possible position to achieve success. This can include but is not limited to:

- Passing any suggested exams
- Completion of training logs
- Evidence from performance appraisals
- Feedback from progress reviews

Functional Skills

Level 2 English and maths must be achieved to progress on to the End Point Assessment.

End Assessment

There will be 4 grades for this Apprenticeship: Fail, Pass, Merit or Distinction and will include:

- Presentation supported by portfolio of evidence (weighting 33.3%)
- Professional discussion supported by portfolio of evidence (weighting 66.7%)

Assignments

Before beginning work on the portfolio, the apprentice should agree, in a meeting with their employer and mentor, the 15 learning areas (from 17) that will provide a focus for the portfolio of evidence and agree which 5 out of the 15 learning areas from the portfolio will be the focus of the presentation and which of the other 10 out of the 15 learning areas from the portfolio will be the focus of the professional discussion. This enables flexibility for on programme development and assessment while still meeting the minimum requirements of Level 4 and recognises that apprentices may not be equally proficient in all learning areas.

Subject Specific Assessments

EPA

- **The apprentice must submit the portfolio of evidence a month in advance of the expected date prior to their presentation and professional discussion.**
- **The panel of assessors will review the evidence submitted by the apprentice, and will conduct the presentation and interview session.**
- **The panel will comprise at least two members who may include representatives from the employer or Weston College, but must include an independent assessor from an assessment organisation.**
- **The presentation and professional discussion will take a minimum of at least one hour.**