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ASSOCIATE PROJECT MANAGER

The Associate Project Manager Level 4 Apprenticeship prepares individuals for a career in project management. This apprenticeship covers a range of topics, including project planning, risk management, budgeting, stakeholder engagement, and leadership.

Upon completion of the apprenticeship, apprentices will have a deep understanding of project management and will be able to manage projects effectively in a variety of settings, including construction, IT, marketing, and finance. They will also be equipped with the skills and knowledge to develop project plans, manage budgets, monitor risks, and communicate effectively with stakeholders.

As an Associate Project Manager, they will have a crucial role in ensuring that projects are delivered on time, within budget, and to the satisfaction of clients and stakeholders. They will also be able to lead and motivate teams, adapt to changing circumstances, and implement best practices in project management. With these skills, they will be able to progress to more senior roles within their organisation or pursue further training in project management.



Level 4



£0 to £300

Maximum cost for non-levy employers and micro-businesses



15+ months

Approximate on-programme training (does not include EPA period)



£6,000

Maximum cost/funding for levy employers



Knowledge

- Project governance
- Project stakeholder management
- Project communication
- Project leadership
- Consolidated planning
- Budgeting and cost control
- Business case and benefits management
- Project scope
- Project risk and issue management
- Contract management and procurement



Skills

- Project Structure & Governance
- Communication and team leading
- Project planning
- Project Scheduling
- Resource management
- Project Quality Management
- Procurement and risk



Behaviours

- Integrity, ethics, compliance and professionalism
- Collaboration and team work
- Effective and appropriate communication
- Drive for results
- Leadership

ENROLMENT TIMELINE

- 01 Complete the online skills scan
- 02 Accept the Team's invitation to an induction session
- 03 Register in Bud (photo evidence of ID required)
- 04 Complete initial assessments (Functional Skills)
- 05 Attend enrolment session
- 06 Sign enrolment forms

CONGRATULATIONS YOU ARE NOW ON THE PROGRAMME




ASSOCIATE PROJECT MANAGER ROADMAP

Modules are delivered holistically through-out the program.

18+ months

15+ months

3+ months

Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	Module 7	Module 8	EPA GATEWAY	
Apprenticeship Induction	Project Structure & Governance	Communication and team leading	Project planning	Project Scheduling	Resource management	Procurement and risk	Project Quality Management		End-Point Assessment
INDUCTION	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass		 Complete APM qualification Complete portfolio of evidence
KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs		REMOTE ASSESSMENT Exam Submit portfolio
Preparing for your apprenticeship training and personal development	Organisational structures The role & key responsibilities of a project manager	Benefits of a communication Relationship between stakeholder analysis & effective communication plan Impact of leadership on performance & motivation	Importance of a business case Benefits management Investment appraisal techniques IRR, NPV Stakeholders	Define & establish	Creating and maintaining a schedule Difference between critical path and critical chain Categorising and allocating resources	Content and importance of a procurement strategy Difference between methods of supplier	What is quality planning Difference between quality control and quality planning		LIVE ASSESSMENT Observation Interview based on portfolio of evidence
1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review		

Formal review every 8-12 weeks

0 - 6 months Functional Skills Level 1 based on Prior Qualifications and Assessment results

