



Level 4 Associate Project Manager

This apprenticeship is designed for individuals that work within a project-based job role and wish to develop project management skills.

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, how much it will cost, and works with the project team to achieve the required outcomes.

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. Dependent upon the size of the organisations and the complexity of projects, Associate Project Managers' job titles will vary, but typically they can include: Assistant Project Manager, Junior Project Manager, Project Team Leader. Some organisations use 'Project Manager' as a generic job title.

Duration

Typical duration to gateway - 24 months (this does not include EPA period).

Benefits for Learners

1. Build professionalism and confidence in a working environment
2. Ability to manage their own performance
3. Gain knowledge on Project Management theories within the context of their work setting

Benefit to the Business

1. Productive team members
2. Project Management qualified staff
3. Responsible and adaptable team members

Delivery

Our blended approach means that our programmes are flexible and enable apprentices to experience a range of learning and support opportunities in a variety of formats such as online or at a local ACL centre. The apprentice will have a dedicated tutor who they will meet (online or face to face) once a month who will guide them through their apprenticeship and prepare them for their End Point Assessment. Reviews of progress are carried out every 12 weeks with the learner, their line manager and the tutor.

Additional workshops and seminars will be available to all learners to support additional learning and the off job learning requirement.

Commitment

6 hours a week (based on a 30 hour week) of a learner's contracted hours must be given to support the completion of the programme. Tutor led sessions are a mandatory part of the course along with any other learning activities set by the assessor or tutor.

Maths and English may need to be undertaken in addition to the main qualification depending on previous attainment in these areas. It is likely that the learner will be required to undertake research, reading and write ups to support their learning. The programme requires 100% commitment from the learner & employer to ensure successful completion.

End Point Assessment (EPA)

End Point Assessment (EPA) takes place at the end of the apprenticeship programme and is a comprehensive holistic assessment of the skills, knowledge and behaviours required as laid out in the apprenticeship standard.

The Level 4 Associate Project Manager EPA is made up of:

Presentation supported by portfolio of evidence -

This is the most effective method of assessing the Apprentice's demonstration of Knowledge, Skills and Behaviours in the workplace. This form of assessment provides flexibility for the Apprentice to demonstrate competency, at the required level, as it relates to their role.

Professional discussion supported by portfolio of evidence - Evaluation of competence utilising the portfolio of evidence to test actual understanding and maintain a consistent evaluation of the final award.

Entry Requirements

Applicants must:

- Those without a C grade or equivalent in Maths and/or English (GCSE) will be required to complete functional skills Level 2 courses alongside the apprenticeship
- Be employed in a relevant role and have the support of their employer to undertake the programme

Application Process

Applicants will:

- Complete an application form
- Undertake an Initial Assessment test that includes Maths and English
- Have an interview with an ACL team member to assess suitability and eligibility

Employers will:

- Sign a contract with ACL
- Consent to a health and safety checklist to be completed by an ACL team member

Contact

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