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National
Apprenticeship
Service



Associate Project Manager Level 4 Apprenticeship

92% Overall
Success Rate

7,500 Register with GP Strategies
for an Apprenticeship Programme

96% Employer
Satisfaction Rate



There are a range of incentives to help recruit and train your staff

- Complimentary apprenticeship recruitment service
- £1000 incentive for recruiting a 16-18 year old apprentice
- Full funding available for employers with less than 50 employees who recruit a 16-18 year old apprentice
- Free English, Maths and ICT training
- 90% government contribution for small and medium size employers
- Support for those individuals with additional learning needs

You receive a range of guaranteed and complimentary services

- Designated access to a subject matter expert skills coach
- Access to a large range of online resources
- Free NUS apprenticeship extra card for all apprentices
- Integrated EPA (End Point Assessment)
- Student Membership to APM

Why choose GP Strategies Apprenticeships?

- Best achievement rates of the top 50 largest providers
- Rated outstanding by Ofsted for leadership and management, quality of provision and capacity to improve
- Continually high employer and apprentice satisfaction rates
- ESFA approved training organisation
- Accredited by Customer Service Excellence

These are just a few reasons how your organisation can benefit from an Associate Project Manager Apprenticeship through GP Strategies.

Role of an Associate Project Manager

Project Managers are people who manage initiation, planning, design, execution, monitoring, controlling and the delivery of a project. They are accountable to the Project Sponsor or business owner.

As part of the course there will be the opportunity to build a business case and associated project management plans, incorporating, planning, stakeholder management, risk identification and management, quality and resource plans as well as scheduling.

Apprentice journey

- 1 Induction and initial assessment
- 2 Project governance
- 3 Project stakeholder management and project communication
- 4 Project leadership
- 5 Consolidated planning
- 6 Budgeting and cost control
- 7 Project business case and benefits management
- 8 Project scope and management and project schedule and management
- 9 Functional skills Maths and English
- 10 Resource management
- 11 Project risk and issue management
- 12 Contract management and procurement, project quality
- 13 Project context
- 14 APM/PMQ, integrity, compliance and professionalism
- 15 Finalise project EPA work and portfolio of evidence for EPA
- 16 EPA (End Point Assessment) mock tests
- 17 Revision and GAP analysis
- 18 Gateway meeting, final review and EPA referral





Off-the-job training

We offer blended solutions to meet your needs, below is an example of how off-the-job training can be tailored to the learner and the organisation.

Governance, Stakeholder Management, Communication and Leadership

1 day workshop

This course demonstrates how governance affects the project, it will also give you the techniques on the identification and management of stakeholders, and this will be closely aligned with communication and project leadership.

Planning, Budgeting, Cost Control and Business Case and Benefits Management

1 day workshop

This course will provide you with the skills on how to effectively plan, budget and manage projects, whilst achieving business benefits. By attending this workshop you will have the skills to develop the business case in line with corporate goals.

Scope Management, Schedule & Resources, Risk and Issue Management

1 day workshop

Provides knowledge for successful scope identification and management, ensuring scope is aligned to business objectives. Scheduling and estimating for project activities including how they can be quality assured and develop resource management plans for project activities.

APM – Associated Project Management Qualification (PMQ)

5 day workshop and exam

Knowledge based qualification, demonstrating understanding of all elements of project management. PMQ is an internationally recognised qualification.

Contract Procurement Management, Quality and Context

1 day workshop

Outlining the nature of contracts and their implications, including appropriate processes. Quality management processes, assurance and improvements, encapsulated within the quality management plan. The environment in which the project operates and interdependencies between projects, programmes and portfolio management.

On-the-job training

Whilst apprentices are carrying out their day to day role, they will be observed by a dedicated Skills Coach, who will offer support and guidance to enhance their knowledge.

Managing Stakeholders

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

Project Communication

Appreciate the key context of a project communication plan, its effectiveness in managing different stakeholders. Understand the factors, which can affect communications such as cultural and physical barriers.

Project Leadership

Encapsulating 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. Exploring Leadership styles, qualities and the importance of motivation on team performance. Characteristics of the working environment, which encourage and sustain high performance.

Business Case and Benefits Management

Understand preparation and maintenance of business cases, including benefits management. Be able to contribute to the preparation or maintenance of a business case including achieving required outcomes.

Project Context

Comprehend and assess the different contexts in which projects can be delivered, including health, safety and environmental management. Appreciate the interdependencies between project(s), Programme(s) and portfolio management, Project phases and key review points, across project life cycles.

Resource Management

Competency in resource analysis, resource allocation and resource acceptance. Ability to develop resource management plans for project activities, acquire and manage resources including commitment acceptance and monitor progress against plans.

Project Quality

Increased knowledge of quality management processes, assurance and improvements. Understand the outcomes of a quality management plan, metrics for processes and quality standards Skills. Ability to develop a quality management plan, manage project assurance, and contribute to peer reviews. Enable the opportunity to utilise an organisations continual improvement process including lessons learned.

Project Schedule Management

Prepare scheduling and estimating for project activities including how they can be quality assessed. Evaluate progress monitoring and metrics to assess work performance against the schedule. Understand schedule management methods to evaluate and revise activities to improve confidence in delivery and prepare and maintain schedules for activities aligned to project delivery.

Supplied by our partner organisations

e-portfolio

e-track is our flexible learner management tool for employers, apprentices and training providers to track progress, share learning resources and review ongoing achievement remotely and in real time.

You will have access to group and individual progress updates and direct support from our Skills Coaches throughout the apprentice journey.



86% of APM qualification takers surveyed in 2014 have enjoyed greater project success as a result of taking the PMQ qualification.

Online accredited and non accredited courses

GP Strategies Apprenticeships provide a fast and flexible online option for apprentices and employers to access training courses that can be studied at a time to suit. Courses typically range from 2-4 hours and include topics such as compliance, health & safety and self-development. You choose when, how and where you learn.

Please visit our website for a full course list.

What happens next?

1 initial meeting

- Initial meeting to establish the organisation's requirements
- Explore current delivery models and resources
- Establish and agree programmes

2 Set up

- Service level agreement
- Mobilisation and implementation planning
- Account management

3 Programme design

- Programme design
- Programme content
- Complementary services
- Agree timetable and locations for enrolment
- Project delivery team

4 Programme delivery

- Programme launch
- Initial assessment and enrolment
- Dedicated skills coach allocated
- Register for online resources
- Set up e-Portfolio

5 Support & feedback

- Line manager briefings
- Apprentice progression review
- Management information
- Account management meetings
- Customer service review meetings

6 Review & evaluation

- Quality assurance
- Programme review and evaluation
- Celebration of success quality assurance
- Programme review and evaluation





Start learning with GP Strategies Apprenticeships and contact us today
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GP Strategies – committed to equality and valuing diversity

