



# Associate Project Manager Level 4 Apprenticeship

96% Apprentice  
Satisfaction

Flexible and  
Blended Training  
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## Associate Project Manager Apprenticeship Standard

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The main purpose of an associate project manager is to know 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.

### Entry Requirements

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This apprenticeship is for new and existing employees in project management roles. There are no particular pre-requisite entry requirements, but delegates do need to be capable of completing the programme and committed to doing so.

### Maths and English

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Apprentices achieve their Level 2 English and Maths qualification as part of their apprenticeship.

### End Point Assessment (EPA)

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Knowledge, skills and behaviours will be tested by an independent End Point Assessor, who will be appointed by your employer. Prior to your EPA, you will attend a Gateway Meeting with your employer, GPSTL Skills Coach and your mentor/supervisor/manager, who will review your progress and confirm that all of the requirements of your apprenticeship have been met. You will then be referred for EPA.

The EPA will take the form of a presentation, supported by a portfolio of evidence and professional discussion and will be organised at a time and date convenient to both yourself and your employer. The APM vendor certification, Self-Assessment and Level 2 Maths and English must be complete prior to the EPA taking place.

The outcome of your EPA test will be graded either Pass/Merit/Distinction/Fail.







## Knowledge Assessed

Knowledge	
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

Knowledge	
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	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
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

## Skills Assessed

Skills	
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
Project Leadership	Leadership skills will be demonstrated through all standard components and behaviours
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
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 Assessed

Behaviours	
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





## Duration

Typically this apprenticeship will take 18 months.

## Typical Job Roles

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
- Project Manager

## Progression

Upon successful completion of the apprenticeship, apprentices may become associate members of the Association for Project Management (APM).

The content of the qualification links with the knowledge and skills required for the Project Manager Degree apprenticeship standard.

## Level

This is a Level 4 apprenticeship.

## Qualification

Apprentices must achieve the APM Project Management Qualification (PMQ), prior to EPA.

## Find Out More

Visit our website for more information about our apprenticeship programmes:  
[www.gpstl-apprenticeships.co.uk](http://www.gpstl-apprenticeships.co.uk)


## Still Confused?

Contact our expert team today for more information on this apprenticeship:

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