



Associate Project Manager

Level: 4

Duration: 24 months

Possible Job Roles: Assistant Project Manager, Project Manager

Course Overview

Knowing what needs to be achieved. And how to achieve it. Associate Project Managers align their organisational, management and communication skills to deliver results in line with project objectives. While utilising resources, experience and talent to maintain motivation across departments.

The Associate Project Manager Apprentices offers transferable skills in planning, organisation, leadership, management and communication.

The aim of the Associate Project Manager Apprenticeship is to equip learners with the knowledge, skills and behaviours that utilises resources with suitable skills, qualifications, experience to work together in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities.

This is an office-based role and could take place in a variety of sectors.

Qualification Achieved

On completion of this apprenticeship, you will hold a Level 4 Associate Project Manager apprenticeship. Additional qualifications achieved include:

- APM Project Management Qualification
- Level 2 English and Maths
- Student members of the Association for Project Management (APM)

Progression

The role may act as a gateway to further career and training opportunities, including, but not limited to:

- Level 5 Operational Manager Apprenticeship
- Associate Project Manager
- Project Team Leader

Learning & Assessment

Apprentices will be assigned a dedicated tutor. The tutor will visit monthly in the workplace, as well as being on hand to support throughout the duration of the apprenticeship programme. The frequency of these sessions may be more depending on the needs of the apprentice.

End Point Assessment

Each apprentice must undergo an independent end-point assessment to determine the outcome of their apprenticeship. The assessments will assess the knowledge, skills and behaviours gained during their programme. The methods in which this apprenticeship are assessed are:

- Presentation supported by a portfolio of evidence
- Professional discussion supported by a portfolio of evidence

Entry Requirements

Individual employers may set their own criteria for this apprenticeship.

Hire an Apprentice

We can work with you to source a suitable applicant for your organisation or you can up-skill your existing employees. If the employee is under 19 and your business has fewer than 50 employees, there will be no cost for the training. If they are over 19 and/or your business has over 50 employees then you will contribute 5% towards the cost of the training. For any businesses paying into the levy, all training costs will be covered.

Recruitment

With our Talent Match recruitment service, Talent Bank, we will advertise your vacancy, screen applicants and pre-interview potential prospects in order to ensure you only interview the most appropriate candidates for your vacancy – all free of charge.

E-Portfolio

We offer a dedicated virtual learning platform which allows learners to keep on track of their course. In addition to this, it allows our tutors and employers to keep up-to-date with the progression of learners.

#whereisyourclassroom