

WE ARE HERE TO HELP APPRENTICES BEE WHAT THEY WANT TO BEE

Associate Project Manager Apprenticeship

For more information on this apprenticeship standard, visit the [Institute for Apprenticeships](#).

1 The Apprenticeship

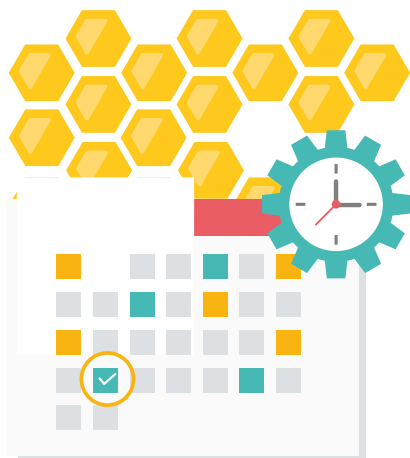
Because of their complexity, business projects must be well managed to ensure their success. An Associate Project Manager will help manage projects by knowing what needs to be achieved, how it will be achieved, how long it will take and what it will cost.

They will work closely with a motivated and integrated project team and use their Knowledge, Skills and Behaviours to effectively meet the required project outcomes. To be successful in their role, an Associate Project Manager must develop great organisational, planning, leadership, management and communication skills. An Associate Project Manager's job titles may vary across organisations, but they can typically include: Assistant Project Manager, Junior Project Manager or Project Team Leader. Some companies may also use 'Project Manager' as a generic job title.

Funding Band: 12*

Duration: 24 months

Level: 4



2

Initial Assessment Plan

Employers will set their own entry requirements in order to start on this apprenticeship. This will include:

Level 2 in Mathematics and English.



3

On-the-job and Off-the-job training

This is where all the apprentices training and development takes place. They will be busy making sure they have packed all the essential items to complete their journey. This may include a qualification if it is identified as a requirement in the standard.

Formative assessment of skills, knowledge and behaviours is required in the delivery of the standard and this will be outlined in the assessment plan. Mathematics and English are required (level varies according to the standard).

4 Gateway

In order to enter into this phase, the apprentice will need to have passed all the relevant knowledge, skill and behaviour criteria as set out in the apprenticeship standard. It will be the employers decision to place an apprentice through End-Point Assessment.



In order to pass, the apprentice must have achieved:

- Level 2 in Mathematics and English
- Between 18-24 months of on-programme training

If all the above has been completed, employers can feel confident that they are putting forward apprentices who are in the best shape to pass their End-Point Assessment.

5 End-Point Assessment

The synoptic end-point assessment will consist of two equally-weighted components.

Before the assessment, the apprentice must agree which **15** out of 17 learning areas will provide the focus. Then they must decide which **5** (out of 15) learning areas will be the focus of the Presentation and which **10** (out of 15) learning areas will be the focus of the Professional Discussion.



Presentation		Professional Discussion		
<p>The Portfolio of Evidence will be a written submission by the apprentice that will demonstrate the Knowledge, Skills and Behaviours required by the apprenticeship standard. They must submit their Portfolio for review a month before their Presentation and Professional Discussion. The Portfolio will also need to include self-assessments and achievement logs completed by the apprentice as part of a regular performance management process with their line manager. Panel members will review the Portfolio to produce questions that will explore the apprentice's understanding of the learning areas.</p> <p>The presentation will last for a minimum of an hour. The apprentice should demonstrate their knowledge in each of their 5 learning areas, each of which will be graded 1 - 5, with a maximum score of 25 points:</p>		<p>Panel members will review the Portfolio to produce questions that will explore the apprentice's understanding of the learning areas.</p> <p>The discussion will last for a minimum of an hour. In the Discussion, the apprentice should demonstrate their knowledge in each of their 10 learning areas, each of which will be graded 1 - 5, with a maximum score of 50 points:</p>		
1	2	3	4	5
Significant Gaps in the apprentice's ability to meet the standard	Minor gaps in the apprentice's ability	Apprentice fully meets the standard	Apprentice fully meets the standard in all areas	Apprentice consistently exceeds the standard in most areas

Grading

The total scores for both the presentation (25) and the professional discussion (50) will be added together to give an overall total score out of 75.

Presentation (5 learning areas) + Professional Discussion (15 learning areas)	GRADE
45 - 55 points	Pass
56 - 65 points	Merit
66 - 75 points	Distinction



6

Completion and Certification

Once the assessor verifies the apprentice has successfully completed all End-Point Assessments, TQUK will initiate the certification process. Working with the Education & Skills Funding Agency, we will ensure the apprentice receives their certificate in recognition of completing their apprenticeship.

7

Occupational competence

Once the apprentice has achieved this Associate Project Manager apprenticeship there are many additional avenues which can enhance their training and skill set. Apprentices will be eligible for progression to associate membership upon successful completion of the apprenticeship. Full membership can be attained through further experience and professional development.

They may also progress on to more senior degree-level project management apprenticeships or roles.

