

# ASSOCIATE PROJECT MANAGER

**Funding Band:** 9 (£6,000) **Duration:** 24 months **Level:** 4 **LARS:** 128 **Standard N°:** ST0310

## 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 title 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.



“  
**WE ARE HERE  
TO HELP  
APPRENTICES  
BEE WHAT THEY  
WANT TO BEE**”

## 2. ON-PROGRAMME

The Apprentice must have completed all on-programme elements in order to begin End-Point Assessment:



International Project Management Association (IPMA) Level D qualification **or** APM Project Management Qualification



**Functional Skills\***  
Level 2 English and Maths



20%  
**Off-the-Job Training**



**Portfolio of Evidence**  
with Mapping and Tracking Form

## 3. GATEWAY

In order to enter into the Gateway phase, the Apprentice will need to have passed all the relevant Knowledge, Skills and Behaviour criteria as set out in the Apprenticeship Standard. After a meeting between the Apprentice, Employer and Training Provider, it will be the Employer's decision to place an Apprentice through End-Point Assessment.

Apprentices will be eligible to be put forward for the End-Point Assessment after a minimum of 12 months (the period is expected typically to vary between 18 and 24 months) provided that they have completed the on-programme assessment.

### Resources

Training Qualifications UK has developed a range of resources for this Apprenticeship Standard to help the On-Programme Assessor and Apprentice to understand and complete Gateway and each End-Point Assessment component.



### Functional Skills\*

All Level 3 or higher Apprenticeship Standards require the Apprentice to have successfully completed Level 2 Functional Skills in both English and maths qualifications (or equivalent) in order to progress through Gateway to undertake End-Point Assessment.

As an End-Point Assessment Organisation (EPAO), Training Qualifications UK is required to see evidence of an Apprentice completing the relevant Functional Skills qualification assessments in order to verify Gateway requirements have been met. To find out what evidence Training Qualifications UK will accept for this Apprenticeship Standard, see our **Level 3 Apprenticeship Functional Skills Guidance** on Verve EPA.

## 4. END-POINT ASSESSMENT

The synoptic End-Point Assessment will consist of **two** components. In order to pass the apprenticeship, the Apprentice is required to pass each component:



### Presentation (supported by a Portfolio of Evidence)

The Apprentice will give a presentation lasting 20-30 minutes (+10%) in which they will address five of the standard's learning areas.

The Presentation should draw upon evidence presented in the Apprentice's Portfolio of Evidence to showcase how they have demonstrated the Knowledge, Skills and Behaviours in the five chosen areas during their time on programme.

Each of the areas will be scored out of five points, giving a total possible score of 25.

★ Scored out of 25 points



### Professional Discussion (supported by a Portfolio of Evidence)

The Professional Discussion is a structured, two-way discussion between the Apprentice and their End-Point Assessor.

The Professional Discussion will last 45 minutes (+10%).

The End-Point Assessor will review the Portfolio of Evidence in order to prepare questions related to the 10 learning areas assigned to this assessment method by the Apprentice.

Each of the areas will be scored out of five points, giving a total possible score of 50.

★ Scored out of 50 points

## 5. GRADING

Once the **two** assessment components are completed, the Apprentice will be provided with an overall grade for their apprenticeship using the following grading table:

Presentation + Professional Discussion	GRADE
45 - 55 points	Pass
56 - 65 points	Merit
66 - 75 points	Distinction

## 6. APPRENTICESHIP CERTIFICATION

Once the Assessor verifies the Apprentice has successfully completed all the End-Point Assessment components, Training Qualifications UK 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

Successful Apprentices can become Associate members of APM and those who have completed the IPMA Level D qualification will be able to complete registration with the IPMA as a Level D holder.

“WE PROVIDE QUALIFICATIONS  
THAT MEET THE NEEDS OF  
LEARNERS AND EMPLOYERS

### Why choose Training Qualifications UK?

We're an End-Point Assessment Organisation for the 21st Century. While some are happy with traditional methods, we look for new ways of working to push the industry, our customers and their Apprentices forwards. We do this with a personalised approach to account management built around your needs, quick and responsive service that aims to respond to enquiries within 24 hours, and innovation that delivers efficiency through technology.

### With us, you'll get:

1. Expert, tailored End-Point Assessment support
2. Assessor and Apprentice learning resources
3. Access to our straightforward Apprentice management system, Verve EPA
4. A clear and fair pricing structure
5. Marketing and social media support to share your success

### More Information

For more information on this Apprenticeship Standard, visit [The Institute for Apprenticeships](https://www.trainingqualifications.co.uk).

Already working with Training Qualifications UK? Contact your dedicated Client Relationship Officer to find out more about this Standard and others. If you're new to Training Qualifications UK, you can get in touch through the below channels.

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