

## Customised



We'll partner with you to customise this apprenticeship so it is specific to your company and industry.

## Practical



Providing your learners with the relevant knowledge, skills and behaviours to make an impact.

## Blended



A mixture of masterclasses, online learning, coaching and assessment. All designed to engage your learners.

# Associate Project Manager

## Level 4 Apprenticeship



« Ideal for staff who need to manage their projects more effectively, within budget and on time. »

# Associate Project Manager

Ideal for staff who need to manage their projects more effectively, within budget and on time.



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# Apprenticeship Programme Overview



Do you have people within your organisation who could do with some formal project management training? Maybe they **manage projects** as part of their role but have had no formal training? Or they might be managers who are not project managers as such, but who need to **set up, manage and run successful projects** as part of what they do.

Either way, if the answer is yes then the Associate Project Manager programme will be a perfect solution for them.

From the knowledge, skills and behaviours gained from this programme learners will know what needs to be achieved with each project, how it will be achieved, how long it will take, how much it will cost and will understand how to **work with their project teams to achieve** the required outcomes.

They will improve their planning, organisation, leadership, management, communication skills and will understand how to **utilise 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.

Dependent upon the size of the organisations and the complexity of projects, **associate project managers' job titles will vary**, but typically they can include managers, assistant project manager, junior project manager, project team leader. Some organisations use 'project manager' as a generic job title.

Upon commencement, apprentices may become student members of the **Association for Project Management (APM)** as the first step of **professional membership**.

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.

This programme is **fully customisable**.



## At a glance

- ✓ Induction & onboarding
- ✓ 6 Masterclasses
- ✓ Coaching sessions
- ✓ Regular reviews
- ✓ Online learning
- ✓ Unlimited support
- ✓ End point assessment



96%

The average feedback score that we receive for our training courses



Apprenticeships

# What Will Your Employees Improve?



Here's a high level overview of the knowledge, skills and behaviours taken from directly from the apprenticeship standards that your learners can expect to improve on this programme.

## Knowledge & Skills

- ✓ Project governance
- ✓ Project stakeholder management
- ✓ Project communication
- ✓ Project leadership
- ✓ Consolidated planning
- ✓ Budgeting and cost control
- ✓ Business case and benefits management
- ✓ Project scope and management
- ✓ Project schedule and management
- ✓ Resource management
- ✓ Project risk and issue management
- ✓ Contract management and procurement
- ✓ Project quality management
- ✓ Project context



## Behaviours

- ✓ Collaboration and team work
- ✓ Leadership
- ✓ Effective and appropriate communication
- ✓ Drive for results
- ✓ Integrity, ethics, compliance and professionalism



## ? Did You Know...

Learners do not need to have "Project Manager" in their title to benefit from this programme. It's aimed at managers across the board who are responsible for running projects as part of their everyday role.

# Apprenticeship Programme Details



## Length Of Programme

We'll create a development schedule that aligns with your business requirements and availability of your people. Typically this programme takes between 18 to 24 months to complete.



## Entry Requirements

Apprentices will be required to have or achieve level 1 English and Maths and to have taken level 2 English and Maths tests prior to completion of their Apprenticeship.



## Need Maths & English Support?

Apprentices will be supported to develop and improve their English and maths skills prior to sitting their Functional Skills exams by our specialist functional skills trainers.



## Developing Knowledge, Skills & Behaviours

Achieved through a programme of masterclass workshops, tasks, activities and research. The masterclasses can be delivered face to face or online by our specialist trainers.



## Personalised Skills Coaching & Support

Learners will be required to demonstrate their skills, knowledge and behaviours in the work setting. This activity will be supported by one of our experienced skills coaches.



## End Point Assessment

Throughout their apprenticeship journey your apprentices will be given support to develop their understanding and approach to completing their end point assessment.



# Programme Structure

Designed in a way that will maximise the performance of each learner



Learning the theory of a topic is great but it's what the learner does to **embed the learning** and actually use it, that matters most. All **learning is reinforced** with ongoing coaching, online resources and off-the-job activity to bring it all to life. Each part of the programme supports the learner to apply their knowledge and skills via **INTENT – IMPLEMENT – IMPACT**.

♥ What did they plan to change? ♥ What did they change and how? ♥ What impact did it make?



## Onboarding & Induction

Initial workshop and event about the programme and how to get a high grade.



## Skills Individual Learning Plan

Creation of a pre-programme learning and development plan. Includes goal setting and actions.



## 6 x 1-Day Masterclasses

Practical and engaging. Can be classroom based or delivered virtually. Run by best in class trainers.



## Regular Coaching Sessions

One to one development with a designated skills coach. Covers skills and an assessment progress review.



## Digital Learning

To take in-between masterclasses and to help embed the learning. Self-study and in the flow of work resources.



## Off-The-Job Training

20% of the learner's total working hours is used for "off-the-job" learning and development activities.



## Ongoing Reviews

Held between the learner, employer and skills coach to monitor progress and to make any adjustments.



## Support & Help

Our designated skills coaches will always be on hand to help your learners throughout the programme.



## End Point Assessment

End of programme assessment. Consists of activities like observations, evidence, tests and discussions.



## Apprenticeship

Learners gain a pass, merit or distinction from their end point assessment based on their results.

# Customised Blended Programmes

Your programme will be unique and designed in a way that gets the best out of your people



We'll work with you to create a unique programme for each of your learners. This can include face to face training, LIVE webinars, online training, action learning sets, work based projects, coaching and microlearning.

Our solutions are flexible and focused on results. What's right for one client may not be the best approach for your people so we will work together to determine the best design of your programme to maximise the results.



**Face to Face Masterclasses**



**LIVE Virtual Workshops**



**Digital Learning**



**Coaching**



**Assessments**



**Self-Directed Learning**



**Action Learning Sets**



**Peer to Peer Coaching**



**Work Based Project**



**Flipped Classroom**

# Core Programme Of Masterclasses

Whether face to face or virtual, these 6 masterclasses underpin the programme



We don't provide "chalk and talk" courses delivered by the same trainer throughout. Instead, we create **engaging and practical masterclasses** where we use **best in class, hand picked specialist trainers, experts and guest speakers** to develop and deliver each workshop.

At the core of this programme are the following 6 masterclasses. Delivered either face to face in the classroom, as LIVE virtual sessions or blended.

- 1 Project Governance
- 2 Project Management, Communication and Leadership
- 3 Project Scope and Schedule
- 4 Consolidated Planning, Budgeting and Cost Control
- 5 Business Case, Benefits Management and Resource Management
- 6 Project Quality and Context





# Masterclass Overview

Here are the overall topics and areas covered within each masterclass.



The following topics will be covered before, during and after each masterclass and as part of the off-the-job learning.



## Masterclass 1

### Project Governance

- What does excellence look in the set up and running of a project?
- The organisational structure of a project including roles and responsibilities
- Understanding the different types of project and the phases of a project
- Understanding of governance and it can control and manage the successful delivery of projects
- The importance and creation of a project management plan (PMP)
- How to monitor a project and the tools and processes to do it accurately
- How to set up project reporting to track, assess and interpret performance



## Masterclass 2

### Project Management, Communication and Leadership

- Understanding your stakeholders: their perspectives, different interests, and levels of influence upon project outcomes
- Key contexts of a project communication plan, its effectiveness in managing different stakeholders.
- Factors which can affect communications such as cultural and physical barriers
- The vision and values of a project and its links to objectives
- Communicating and reinforcing project objectives 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



## Masterclass 3

### Project Scope and Schedule

- Understanding project scope and change control
- Implementing baseline change management and configuration management
- 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

✓ Specialist Trainer    ✓ Engaging    ✓ Practical    ✓ Customised    ✓ Face to Face or Virtual

# Masterclass Overview

Here are the overall topics and areas covered within each masterclass.



The following topics will be covered before, during and after each masterclass and as part of the off-the-job learning.



## Masterclass 4

### Consolidated Planning, Budgeting and Cost Control

- Creating consolidated plans to support the overall management of the project
- How to balance scope, schedule, resources, budgets, risks, and quality requirements
- 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
- How to provide alternative cost breakdowns to provide for graphical representations, and performance management



## Masterclass 5

### Business Case, Benefits Management and Resource Management

- The importance of the preparation and/or maintenance of the business cases including benefits management
- Resource analysis, resource allocation and resource acceptance
- 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
- The nature of contract, and their implications for contracting organisations
- Procurement processes. Legal and ethical means for managing contracts



## Masterclass 6

### Project Quality and Context

- Quality management processes, assurance and improvements
- Creating a quality management plan, metrics, processes and quality standards
- Health, safety and environment management
- The interdependencies between project(s), programme(s) and portfolio management
- Project phases and key review points across the project life cycles

✓ Specialist Trainer    ✓ Engaging    ✓ Practical    ✓ Customised    ✓ Face to Face or Virtual

# Progress Reviews & End Point Assessment



## Ongoing Reviews

As part of this programme your learners will receive regular coaching sessions. This will develop their knowledge, skills and behaviours further and also ensure that they're on track for passing the apprenticeship through tailoring the learning and development to each individual. Evidence of their development will be collated and stored within their e-learning account. This will allow their coach to review the skills and knowledge they have learnt and continually tailor their individual learning plan to their training needs.

## Gateway

Before each learner is able to progress to the End Point Assessment (EPA) both you (employer) and their coach will ensure that they have the sufficient levels of knowledge, skills and behaviours required to pass - this is known as Gateway.

Once everyone is in agreement that the learner is ready, they can then progress to the End Point Assessment.

## End Point Assessment

All apprenticeships contain a compulsory end of programme assessment which is called an End Point Assessment (EPA).



## Assessment

Assessment methods (or components of) can be:

- ✓ Observations
- ✓ Practical Assessments
- ✓ Tests
- ✓ Discussion
- ✓ Interview
- ✓ Presentation & questioning
- ✓ Project
- ✓ Evidence Portfolio
- ✓ Logbooks

# How Much Does This Apprenticeship Cost?

Associate Project Manager  
Apprenticeship Level 4



**For Levy  
Employers**

**£6,000** per person



**For Non-Levy  
Employers (SMEs)**

**£300** per person  
(you receive 95% funding)

## Each learner receives

- ✓ Onboarding & Induction
- ✓ 6 x 1-Day Masterclasses
- ✓ Digital Learning
- ✓ Ongoing Reviews
- ✓ End Point Assessment
- ✓ Skills Individual Learning Plan
- ✓ Regular Coaching Sessions
- ✓ Off-The-Job Training
- ✓ Support & Help
- ✓ Apprenticeship



**Enquire today**



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