

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



Select how you want your programme to run. Workshops, virtual, coaching, self-study or mix and match.

Associate Project Manager

Level 4 Apprenticeship



« 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.

Our programmes are not chalk and talk! We can **customise the style, the format and the delivery of the programme** to suit your organisation – it will be a complete bespoke solution so your learners and organisation achieve real, tangible benefits from it.

Some of our employers prefer face to face workshops, others prefer virtual sessions and some prefer the programme to be delivered as action learning sets. You can combine all three or add virtual coaching, self-study and online learning into the mix!

We'll work with you to determine what is best for you.

This programme is **fully customisable** and the added bonus of studying is that learners will also take **The Project Management Qualification (PMQ)** from the Association of Project Management.



At a glance

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



96%

The average feedback score that we receive for our training courses

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 blended delivery mix that is right for your organisation - workshops, virtual, coaching, self-study & action learning sets. Or mix and match.



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.



Practical Learning Events

These can consist of workshops, masterclasses, virtual training, action learning sets, projects or coaching.



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 learning events and to help embed the learning. Selfstudy 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 Content Outcomes

Here are the overall topics covered across the programme.



Learning Styles

- Informal and formal learning
- Learning styles models
- Learning agility



Understand Project Life Cycles

- Types of Life Cycles
- Decision Gates
- Organisational values
- Information Management



Communication Within Project Management

- Stakeholders
- Engagement and Influence
- Conflict Resolution



Planning For Success

- Leadership styles models and theories
- Facilitating cross-team working
- Effective delegation



Schedule & Resource Optimisation

- Critical Path
- Critical Chain
- Resource Optimising



Risk & Issue Management

- Problem-solving techniques
- Decision-making techniques
- Resilience and accountability



PMQ Revisit, Revise & Test

- Revision Activities
- Study support
- PMQ mock exam



Organisation & Project Structures

- Structural Choices
- Governance Principles
- Integrity, ethics and compliance



Situational Context Of Projects

- Organisational Environment
- Organisational Change
- Structural Choices



The Principles Of Leadership & Teamwork

- Leading Teams
- Virtual Teams
- Team Development



Understand Project Scope Management

- Objectives and Requirements
- Options and Solutions
- Scope Definition



Understand Project Procurement

- Procurement Strategy
- Contract Award



Quality In The Context Of A Project

- Organisational governance and compliance
- Performance management techniques
- Delivering value for money



End Point Assessment Preparation

- Planning and preparation
- Practice and techniques
- One on one help and guidance

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
- ✓ Customised Programme
- ✓ Digital Learning
- ✓ Ongoing Reviews
- ✓ End Point Assessment
- ✓ Skills Individual Learning Plan
- ✓ Regular Coaching Sessions
- ✓ Off-The-Job Training
- ✓ Support & Help
- ✓ Apprenticeship



Enquire today



0333 320 2883



enquiries@mtdtraining.com