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

For Cohorts or Individual Learners

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

mtd

Associate Project Manager

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

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? Did you know?

We can run this as an in-house training programme for a cohort or we can use our eco-delivery model and run the programme completely through virtual training and virtual coaching enabling us to run the programme for individual learners.

Apprenticeship Programme Overview

Who Is This Programme For?

If you **manage projects** as part of your role but have had no formal training, then this programme is the perfect fit for you.

You'll learn how to set up, run and manage successful projects and at the same time you'll also receive the **Project Management Qualification (PMQ)** from the Association of Project Management.

What Will You Learn?

This **18-month programme** is ideal for those employees who have had little project management in the past 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.

The programme will cover all the **essential knowledge, skills and behaviours** that are required to be a successful project manager.

At a glance

- ✓ Individual training needs analysis
- ✓ Monthly coaching sessions
- ✓ Role-based tasks and activities
- ✓ Online and blended learning
- ✓ Real-world projects
- ✓ Tangible outputs and impacts
- ✓ End Point Assessment

★★★★

Excellent

Rated **Excellent** by our employers

Apprenticeships

Education & Skills Funding Agency
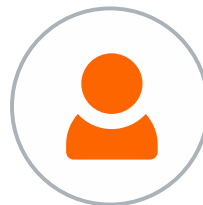
How Is The Programme Delivered?

We Offer 2 Delivery Routes

Cohort Delivery

In-house, customised delivery for a number of you from the same company. Choose from face to face, virtual and online delivery methods.

Individual Learner

Monthly 2 hour virtual training and coaching sessions for individual learners. Flexible, remote learning that is personalised to your role.

Cohort Delivery Options Can Include

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

What Will Learners Improve?

Here's a high level overview of the knowledge, skills and behaviours taken from directly from the apprenticeship standards that 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.

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

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.

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 know 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**

Duration
Typically, this programme will take 18 months.

Eligibility
Learners without level 2 English and Maths will need to achieve this level prior to taking the end point assessment.

Apprenticeships | Education & Skills Funding Agency

Enquire today

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