

## 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.**



Training provider  
**MTD Training Ltd**  
Employer reviews  
★★★★ Excellent



# 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?

Whether you're a Project Manager in title or you **manage projects** as part of your role, then this programme is the perfect fit for you.

This **18-month programme** is ideal for those who have had **little to no formal project management training** in the past and those who have some practical project management experience in role, who are looking to **expand their knowledge and skillset** through a comprehensive programme.

## What Will You Learn?

You'll learn how to **set up, run and manage successful projects** using a range of models, tools and techniques and **identify the best approach** within the context of your organisation.

The programme will also develop the essential **leadership, communication and problem-solving skills** crucial for leading project teams and delivering successful outcomes in diverse organisational settings.



### 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



# 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



- ✓ Project context and governance
- ✓ Project roles and responsibilities
- ✓ Project life cycles
- ✓ Business case and benefits management
- ✓ Project planning and scope
- ✓ Information management
- ✓ Project scheduling and maintenance
- ✓ Project regulations and legislation

## Skills



- ✓ Project monitoring and reporting
- ✓ Stakeholder management
- ✓ Team and project communication
- ✓ Team working and conflict resolution
- ✓ Budgeting and cost control
- ✓ Risk and issue management
- ✓ Quality management and control
- ✓ Digital project tools and software

## Behaviours



- ✓ Flexibility and adaptability
- ✓ Collaboration and relationship building
- ✓ Accountability
- ✓ Professionalism and integrity
- ✓ Continuous professional development

## ? Did You Know...

This programme explores a range of project management approaches rather than fixating on one set methodology, enabling learners to identify the best approach for the nature of their current and future projects.

# Core Content Outcomes

Here are the overall topics covered across the programme.



## Introduction To Project Management

- Learning styles and models
- Organisational context in projects
- Project office and governance



## Project Life Cycles

- Types of project cycles
- Linear, iterative and hybrid approaches
- Consolidated planning



## Project Scope

- Defining and establishing scope
- Managing scope
- Change control process



## Stakeholder Management

- Stakeholder analysis
- Meeting stakeholder requirements
- Communication planning



## Leadership & Teamwork

- Leadership styles and models
- Motivating as a leader
- Team development



## Risk & Issue Management

- The risk management process
- Responding to risks
- Differences between risk and issue



## Legislation & Regulation

- Data protection and health and safety
- Ethical and inclusive practices
- Project sustainability



## Project Quality

- Quality management and planning
- Quality assurance and control
- Continuous improvement



## Project Structures

- Different project structures
- Projects, programmes and portfolios
- Project roles and responsibilities



## The Business Case

- Content and purpose of a business case
- Investment decisions and estimating
- Maintenance of a business case



## Situational Context Of Projects

- Organisational context
- Structural choices and project shaping
- The project management plan



## Scheduling & Resourcing

- Network and critical path analysis
- Resource levelling
- Estimating and delivering value



## Communication & Interpersonal Skills

- Presentation tools and techniques
- Negotiation and influencing skills
- Conflict management



## Project Procurement

- The project procurement process
- Types of contracts
- Procurement strategies



## Monitoring & Reporting

- Information and knowledge management
- Use of technology and software
- Earned Value Management



## End Point Assessment Preparation

- Planning and preparation
- Practice and techniques
- One-to-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 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 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).

Upon successful completion of the Associate Project Manager apprenticeship, **learners will achieve a nationally recognised Higher Apprenticeship and will be eligible for Associate Membership** with the Association for Project Management.



## 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**

**£7,000** per person



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

**£350** 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 aged 16-18 will be required to have or achieve their Level 2 (GCSE grade 4+ or equivalent) English and Maths qualifications prior to undertaking End Point Assessment for this apprenticeship programme.



Education & Skills  
Funding Agency

**Enquire today**



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