

# Apprenticeship Standard for Associate Project Manager

## Occupation:

Projects can be defined and delivered within different contexts, across diverse industry sectors. They can be large or small. Every project needs to be managed to ensure its success, An associate project manager knows what needs to be achieved, how it will be achieved, how long it will take and how much it will cost, and works with the project team to achieve the required outcomes. Associate project managers need good planning, organisation, leadership, management and communication skills. Key responsibilities may include governance and structured case writing, scope management, schedule and resource management, procurement, earned value management and project risk management. An associate project manager utilises 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 organisation and the complexity of projects, associate project managers' job titles will vary, but typically they can include: assistant project manager, junior project manager, project team leader.

## Entry Requirements

The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C / 4 or higher or achievement of level 2 Maths and English at initial assessment.

## Course content

- Structure of organisations and projects
- Project life cycle
- Project contexts and environments
- Governance and structured methodologies
- Communication
- Leadership and teamwork
- Planning for success
- Scope management
- Schedule and resource management
- Procurement
- Project risk management and issue management
- Project quality management



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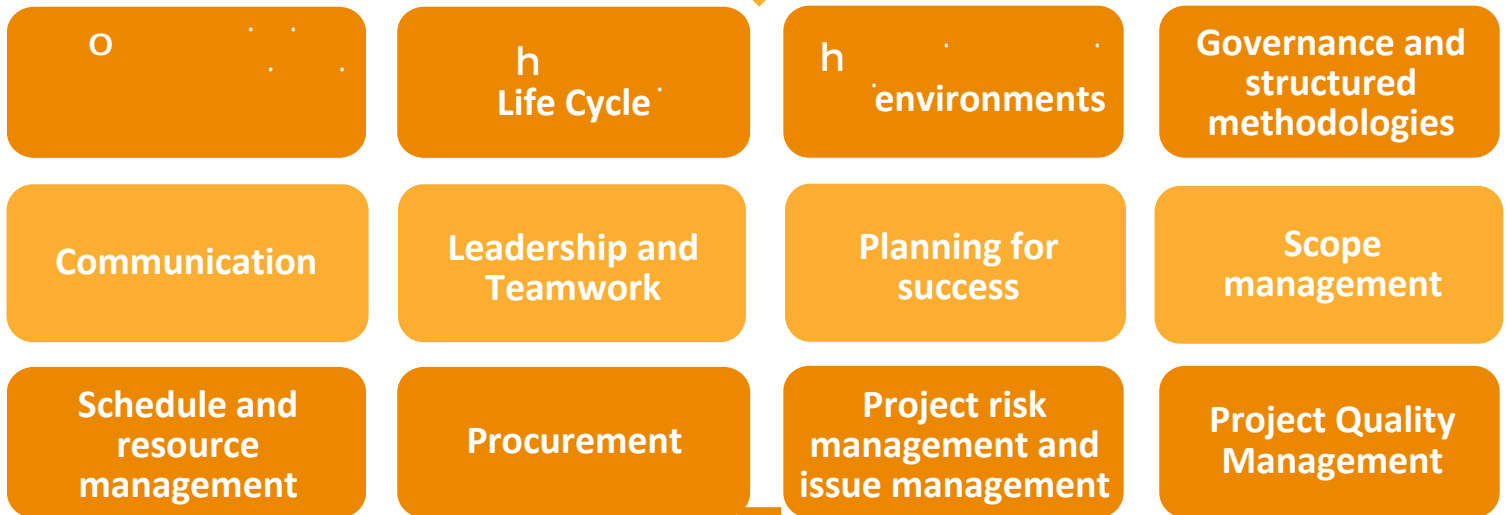
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## On Programme:

On completion of your course you will have achieved **APM Project Management (PMQ) at Level 4**. As part of registration you may become a student member of the Association of Project Managers. Upon completion, you will be eligible to progress to Associate membership. Achievement of APM Project Management is dependent on you completing and passing the 3 hour written exam. If necessary Heart of England Training will support you with achieving Maths and English through either GCSE's or Functional Skills examinations.

## Workshops:

We will be delivering the following mandatory 12 workshops to complement your qualification alongside an additional 3 day revision refresher session to consolidate learning and will include a 3 hour written exam on the final afternoon. Dates will be announced on our website: [www.hoet.co.uk/apm](http://www.hoet.co.uk/apm)



## Gateway:

We will also be offering 2 full day workshops to prepare you for the End Point Assessment (EPA).

## EPA:

The EPA will consist of a panel discussion and presentation on your portfolio of evidence.

## 20% Off The Job Training:

Heart of England Training will support you in realising 20% off the job training, including our full day workshops, total qualification hours of 750 and offering added value complementary day courses to suit the needs of your business.

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