

4

Course code
ST0310 V1.4

Total Apprenticeship Duration

20 Months

- **On-Programme**
15 months
- **Assessment Window**
5 months
- **Day Courses**
7 sessions

Recommended EPA Organisation
Steadfast EPA



Overview

Apprenticeship Standard ASSOCIATE PROJECT MANAGER LEVEL 4

Associate project managers work in all sectors such as government, retail, food and drink, infrastructure, education, charities, research and banking. They will contribute to the successful delivery of a project, ensuring its scope and benefits are achieved as planned. This is done primarily by identifying, resourcing, scheduling and monitoring the activities that need to happen in a certain sequence and timescales. Associate project managers will monitor the project objectives and milestones and adjust plans in accordance with evolving circumstances. They are key to enabling business to meet their goals through successful project delivery.

Projects can be large or small and deliver a required product that either creates something new or improves efficiency and effectiveness. Within this role you would work with a range of internal and external stakeholders to ensure the delivery of the project scope.

Associate project managers are responsible for identifying, defining and delivering some or all the aspects of a project's lifecycle within the limits set by the Project Manager; working on their own and in a range of team settings they may contribute to the business and establish why a project is required.

They will work and collaborate with stakeholders to negotiate and allocate project activities to members of the integrated project team and will be monitoring progress using relevant project tools and techniques. They will also be responsible for quality assuring work to completion and reporting on progress and adapt plans as needed.

Organisational Duties

- Support the project team in delivering the lifecycle of a project.
- Review, analyse and provide feedback on a business case to ensure the project remains valid.
- Contribute to and deliver elements of the stakeholder engagement process to commence and progress project delivery and collaborate with stakeholders to communicate the project plan.
- Develop, update and continually review, relevant sections of the project scope document
- Prepare documents or diagrams which illustrate and deliver the key milestones and stages of a project schedule.
- Plan the resources required to deliver a project or the activities within the project
- Use quality management systems to ensure that project delivery meets legislative and local requirements.
- Identify and manage risks and opportunities, to drive the successful of the project.
- Contribute to the production and presentation of the key project documents through governance to gain approval.
- Monitor and report on budget forecast, spend and variance.
- Collate, analyse and report on data relating to project performance.
- Monitor performance trends and process change controls to support the management of project scope
- Review the project and report on lessons learned which contribute to continuous improvement for future project delivery
- Contribute to the project objectives and key performance indicators which drive and improve performance and sustainability goals.

Entry requirements

Individual employers may set their own entry requirements. The apprentice must already be employed for over 16 hours per week. If candidate is 16-18 they must have achieved maths and English at Level 2 prior to their training. Those who have not must achieve this before being able to undertake the

end-point assessment and we will support this. Maths & English tests must be taken under exam conditions. If 19+ and have not completed maths or English prior to enrolling this is up to the employer's discretion. All candidates are required to submit BKSB's prior to enrolling.

On-programme development & training

Using OneFile online portfolio, apprentices will compile evidence demonstrating their occupational knowledge, skills and behaviours; underpinning the confidence and competence gained in all aspects of the standard. We will support you with one-to-one visits and knowledge courses, these will contribute to the candidate requirements of off-the-job training. HOET will work with the employer and candidate to develop a training and development plan to ensure that the remaining requirements will be met.

Apprentices will have the option of sitting the Project Management Qualification (PMQ) once EPA has been sat. The knowledge sessions undertaken will help you to underpin the knowledge aspect of the standard.

As apprentices are required to demonstrate occupational skills and knowledge, employers should ensure that apprentices are involved in projects with a broad scope to be able to demonstrate competency.

Apprentices will be required to work on a chosen project with presentation and questioning. The scoping document for this project will need to be submitted at Gateway.

All apprentices will be supported with mock assessments which will include targeted professional discussion based on the apprentices portfolio. Development feedback will be provided at the end of these mocks to ensure apprentices are given required support

Gateway & EPA

Gateway

Gateway is the stage where the employer is satisfied that the apprentice is consistently working at or above the level required for EPA. This is a three-way agreement with the apprentice, employer and HOET. Apprentices will need to have achieved a minimum of Level 2 English and Maths, completed their portfolio, and prepared a scoping document for the written project report with presentation and questioning. Once submitted to the End Point Assessment Organisation, they will sign off the projects title and scope to confirm it is suitable. This document should be no more than 500 words.

Assessment window and End Point Assessment

During the assessment window the apprentice will start to compile their written project report and will require time and resources, within the written project report period, to plan and complete their written project report. This report must have a word count of 3500 words.

Apprentices are also required to complete a presentation providing an overview of the project, the project scope and how this scope was delivered, a summary of delivery tasks undertaken by the apprentice and project outcomes. The apprentice will need to have completed the report and presentation within a 12-week period and submitted this to the End-Point Assessment Organisation.

They will then have a two-week period to review the written project report and any presentation materials to allow them to prepare.

The presentation with questions will last for 60 minutes; typically a presentation for 20 minutes and questioning lasting 40 minutes.

The second assessment method is a professional discussion which will be underpinned by the portfolio of evidence submitted at gateway. This discussion will last 60 minutes, making the total EPA time 2 hours. This will be conducted remotely.



Employer & learner satisfaction



of Employers would recommend us*



of Apprentices would recommend us*

* From our 2020-2021 Employer & Apprentice Survey