

DEVELOP THE NEXT GENERATION OF PROJECT MANAGERS



Do you want to support your employees to become qualified project management professionals, delivering projects with efficiency, within budget and on time? If so, the Associate Project Manager (Level 4) Apprenticeship is designed to help you to do just that.

In partnership with



WHAT'S INVOLVED?

We will deliver a fully supported on-programme Apprenticeship journey, designed to complement your own internal learning and development activity and help you get the maximum return on your investment from your employee's training. Our programme integrates the achievement of the Association of Project Management's Project Management Qualification (APM PMQ), fully supported by the experts at Parallel Project Management, enabling your employees to be ready for the End-Point Assessment required to complete their Apprenticeship journey.

IS THIS APPRENTICESHIP FOR YOUR BUSINESS?

This qualification provides both an ideal start for new recruits or supports progression for current employees. It is ideal for project management staff responsible for delivering large or small projects, involved in scoping how projects will be achieved, how long they will take and how much they will cost, as well as working with the project team to achieve the required outcomes.

THE APPRENTICESHIP IN BRIEF



Apprenticeship Level
Level 4



Apprenticeship Delivery - Blended approach
Classroom, webinar, face-to-face, Skype, telephone and online learning



Duration
18 months



End of Course Qualifications
APM Project Management Qualification (IPMA Level D, SCQF Level 7) and Functional Skills Level 2 in English and Maths (if required)



End-Point Assessment
consisting of a presentation and a professional discussion, both supported by a portfolio of evidence

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THE APPRENTICESHIP JOURNEY

- 1) **18 months on programme** - a period of teaching and learning to help your apprentice develop the knowledge, skills and behaviours, supporting them to be ready for end-point assessment.
- 2) **Gateway** - the time at the end of the 18 months when you, your Training Provider and your apprentice review the on-programme journey and determine if your apprentice is ready for the on-programme assessment. For the Associate Project Manager Standard you will need to have:
 - ✓ Achieved the APM Project Management Qualification
 - ✓ Achieved Level 2 Literacy and Numeracy
 - ✓ Developed an on-programme Portfolio evidencing their Project Management knowledge, skills and behaviours
- 3) **End-Point Assessment** - carried out by an independent end-point assessment organisation they will need to demonstrate the required knowledge, skills and behaviours through a presentation and a professional discussion (both supported by a portfolio of evidence).



WHAT YOUR EMPLOYEES WILL LEARN

By the end of their apprenticeship, they will consolidate the experiences they have already had in project management and develop some core attributes:

Knowledge of:

Project governance; project stakeholder management; project communication; project leadership; consolidated planning; budgeting and cost control; business case and benefits management; project scope and scope management; project schedule and schedule management; resource management; project risk and issue management; contract management and procurement; project quality and quality management; project context.

Development of skills to:

Lead on project governance; manage stakeholders and communications; budgeting and cost control; create business cases; scope management; consolidated planning; schedule management; risk, and issue management; contract management and procurement; quality management; resource management.

Demonstrate the behaviours of:

Collaboration and team work; leadership; effective and appropriate communication; drive for results; Integrity, ethics, compliance and professionalism.

At the start of the apprenticeship, we will assess your employee's skills in English and Maths. If they need extra help to reach the required level, support will be built into their training sessions and provided through Interserve's Virtual Learning Environment.



HOW YOUR EMPLOYEES WILL LEARN

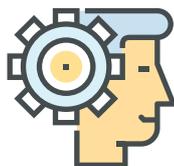
The aim is to help your apprentices get the most out of this apprenticeship. We will work with them to make sure they're getting all the coaching and support they need through the right balance of face-to-face and virtual learning.

Trainer Sessions

Their dedicated trainer will be an experienced professional in the project management field and will guide them through their on-programme journey. The style of training is designed for them to learn about and be tested against the knowledge, skills, and behaviour requirements as well as allowing them to pick the brains of their trainer.

Virtual Learning Environment

Your employees will also gain access to further learning and support via Interserve's Virtual Learning Environment. The trainer will set learning tasks following each trainer session on the online system throughout the on-programme journey.



THE END RESULT

Once the individual has passed the Gateway requirements, it's time for them to present their presentation and have a final professional discussion. If they're successful, they will then become a fully qualified Project Manager.

We will facilitate the delivery of the apprentice's End-Point Assessment through an approved Assessment Organisation registered on the Register of Apprentice Assessment Organisations.