



Associate Project Manager

Welcome to the Associate Project Manager programme.

The Level 4 programme is designed for project leads who are looking to take the next step in their career or seeking support in their current role.

The programme focuses on the theories and practices needed to deliver quality projects on time including; governance, resource and stakeholder management, budgeting and leadership skills. Throughout the programme the Learner will build up a portfolio of evidence which demonstrates the knowledge, skills and behaviours they have developed which will be assessed during the End Point Assessment.

Throughout the duration of the programme the Learner is eligible to become a Student Member of the Association for Project Management (APM). Once completed the Learner will have gained a nationally recognised Apprenticeship standard and will be invited to join APM as an Associate Member.

ABOUT INTEC BUSINESS COLLEGES

We are a national training provider, who have worked with organisations across the UK helping them to upskill their workforce through vocational qualifications since 1982. Our mission is to enable our learners to develop, progress and achieve.

**LEVEL
LEVEL 4**

**DURATION
18 MONTHS (+ 3 months for EPA)**

**END POINT ASSESSMENT ORGANISATION
ASSOCIATION OF PROJECT
MANAGEMENT**



THE PROGRAMME *

Due to the nature of the programme, we are delivering this programme to cohorts in a workshop format. The virtual workshops will take place once a month. We use a blended learning approach, and all sessions will be supported by our online delivery platform, Smart Assessor, where learners can upload their work and Assessors and Mangers can monitor their progress between visits.

As part of an Apprenticeship 20% off the job learning is required, this can be achieved in a variety of ways.

PROGRAMME COVERAGE	
Knowledge & Skills	
Governance	Stakeholders & Communications Management
Budgeting & Cost Control	Business Case & Benefits
Scope Management	Consolidated Planning
Schedule Management	Risk & Issue Management
Contract Management & Procurement	Quality Management
Resource Management	Context
Leadership	
Behaviours	
Leadership	Communication
Drive for Results	Collaboration & Teamwork
Integrity, Ethics, Compliance & Professionalism	

*Further details of the programmes contents can be found on the factsheet or scheme of work.

MANDATORY ENTRY REQUIREMENTS

- Organisations set their own but the Learner must be able to meet the requirements of the programme through their job.
- Have level 2 English and maths or equivalent.
- Have been a UK resident for the last 3 years.

END POINT ASSESSMENT

Once learning is complete the Employer, Learner and Intec will agree if the Learner has gained the necessary knowledge, skills and behaviours to be put forward to the Assessment Gateway. This will then trigger the End Point Assessment, this is conducted by an independent body. The assessment is graded with the learner achieving a pass, merit or fail.

33.3% WEIGHTING PRESENTATION SUPPORTED BY PORTFOLIO OF EVIDENCE

The portfolio of evidence will have been evaluated prior to the presentation and professional discussion, with questions developed to test the Learner's understanding.

66.6% WEIGHTING PROFESSIONAL DISCUSSION SUPPORTED BY PORTFOLIO OF EVIDENCE

The presentation and professional discussion will take a minimum of at least one hour. This will be followed by a 30 minute Q&A session.

Enabling you to develop, progress and achieve.