



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, scope, resource and stakeholder management, budgeting and collaborative working. 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.

Once completed, the Learner will have gained a nationally recognised Apprenticeship standard and can approach the Association of Project Management (APM) to become 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
15 MONTHS (+ 5 months for EPA)**

**END POINT ASSESSMENT ORGANISATION
DSW**



THE PROGRAMME *

Due to the nature of the programme, we are delivering this programme to cohorts in a workshop format. The virtual monthly workshops are supported by one to ones with a specialist Intec Tutor. 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 Tutors and Managers can monitor their progress between visits. As part of an Apprenticeship, Learners are required to spend 6 hours a week (based on 30-hour contract) engaged in off the job training. 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	Integrated/Consolidated Planning
Schedule Management	Risk & Issue Management
Contract Management & Procurement	Quality Management
Resource Management	Sustainability
Transition Management	
Behaviours	
Adaptability to Change	Integrity & Professionalism
Accountability & Ownership	Collaboration & Teamwork
Commitment to Continuous Professional Development	

*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.
- Achieve level 2 English and maths or equivalent prior to sitting End Point Assessment.
- Have been a resident in the UK for 3 years or more, or a national of an EU Settlement Scheme.

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. The assessment is graded with the Learner achieving a pass, distinction or fail.

50%WEIGHTING WRITTEN PROJECT REPORT

A 500 word project scoping document is submitted to an independent EPAO to approve the project. Once approved, the learner will submit a 3500 word project report demonstrating the knowledge, skills and behaviours developed on programme.

50% WEIGHTING PRESENTATION AND Q&A BASED ON PROJECT PORTFOLIO

A 20 minute presentation, focussing on the knowledge, skills and behaviours developed throughout the duration of the Apprenticeship, followed by a 40-minute Q&A.

Enabling you to develop, progress and achieve.