



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) and will complete the mandatory APM Project Management Qualification as part of the apprenticeship. 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 FOR PROJECT
MANAGEMENT**



THE PROGRAMME *

We offer both cohort and one-to-one delivery models for this programme. If one-to-one delivery is preferred, the Learner will receive a 2-3 hour monthly visit from a dedicated Intec Tutor who will deliver the Standard either remotely or in the Learner's place of work. If the Learner would prefer to be a part of one of our cohorts, they will be required to attend a remote workshop once a month, supported by a virtual one-to-one 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	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.
- 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, merit, distinction or fail.

MANDATORY QUALIFICATION PROJECT MANAGEMENT QUALIFICATION EXAM

A 3 hour, knowledge-based exam that demonstrates all learning elements.

33.3% WEIGHTING PRESENTATION SUPPORTED BY PORTFOLIO OF EVIDENCE

The portfolio is collated on-programme and supports a 20 minute presentation.

66.6% WEIGHTING PROFESSIONAL DISCUSSION SUPPORTED BY PORTFOLIO OF EVIDENCE

A structured discussion lasting a minimum of 1 hour.

Enabling you to develop, progress and achieve.