



**ASSOCIATE PROJECT MANAGER
APPRENTICESHIP**

#REACHWITHRHG

What is an Associate Project Manager Apprenticeship?

This qualification will support you in learning the knowledge, skills and behaviours of a successful project manager.

These include, but are not limited to, good planning, organisation, leadership, management and communication skills. An associate project manager utilises resources with suitable skills, qualifications, experience and knowledge to work together in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities.

Dependent upon the size of the organisations and the complexity of projects, associate project managers' job titles will vary, but typically they can include: assistant project manager, junior project manager, project team leader. Some organisations use 'project manager' as a generic job title.

Level 4

Typically runs for 12-18 months

Minimum of 326 off the job hours

Topics covered:

- Project governance, planning, scope and scheduling
- Budget, cost control and making a business case
- Contract management, procurement and resource management
- Communications with stakeholders and team collaboration
- Integrity, ethics, compliance and professionalism
- Driving for results



Who is it for?

This apprenticeship is suited to individuals who are responsible for managing projects within their team or organisation or who are looking to progress into a more accountable and 'hands on' project management role.

What qualifications will you gain?

This apprenticeship aligns with the Association for Project Management Associate Membership. You will also gain access to RHG's Grow Academy.

Want to know more?

Read more about the programmes we offer on our website at www.rhgconsult.co.uk or contact us directly and we will be happy to answer your questions and give you more detail on the apprenticeship programmes we offer, how to access funding or even how to hire an APM apprentice.



The apprenticeship standard journey



What do our learners say?

Thank you to RHG for their huge support on helping me pass this course. Thank you to Claude for my tuition around Maths and Alex for his guidance around the End Point Assessment.

Your time and support has been appreciated. I will use the project management skills to move forward in my career.

What do employers say?

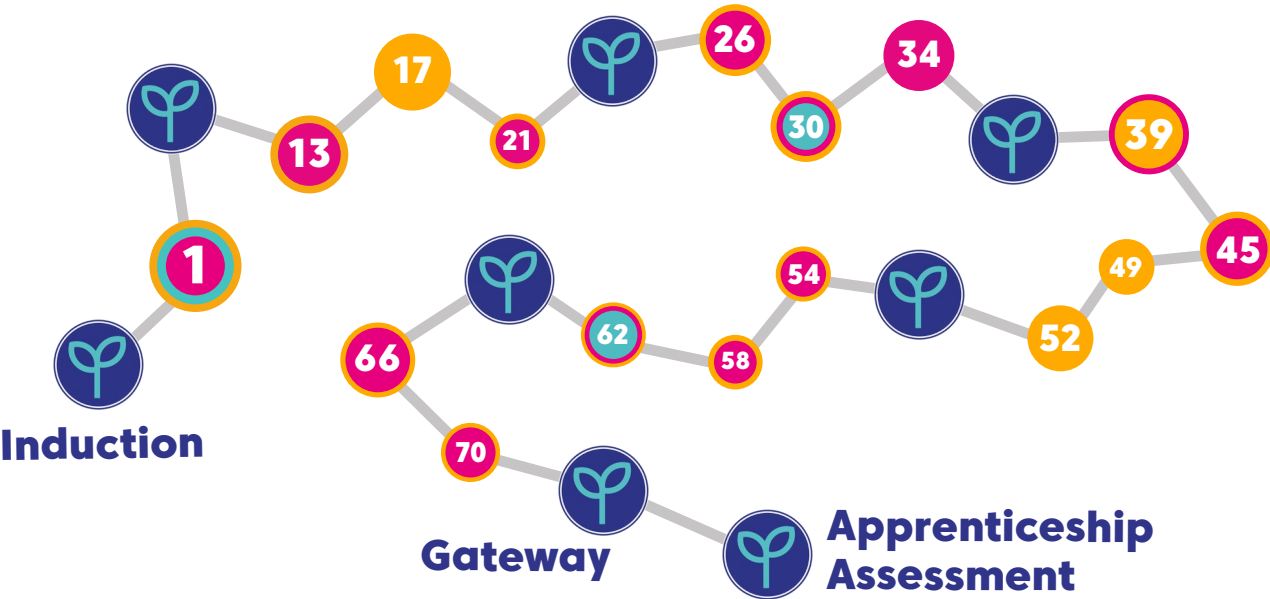
I am delighted to extend my congratulations to C on the successful completion of her apprenticeship. Her dedication, hard work, and commitment to learning have paid off, and I am really pleased to recognise this significant achievement.

As you move forward in your career, I am confident that the skills and knowledge you have gained during your apprenticeship will serve as a solid foundation for your continued success.

Associate Project Managers are key to enabling organisations to meet their business goals by successful project delivery. They contribute to the successful delivery of projects, ensuring the scope and benefits are achieved as planned.

Associate Project Manager

Mindmap of weekly timescales



Week No.	Learning Unit
1	INDUCTION
1	Business Requirements and Objectives
	PROGRESS REVIEW
13	Regulation and Legislation
17	Intro to Project Management
21	Project Content and Tracking
	PROGRESS REVIEW
26	Roles and Responsibilities
30	Managing Stakeholders
34	Working with Stakeholders 1
	PROGRESS REVIEW
39	Working with Stakeholders 2
45	Project Structures and Risk Management
49	Quality and Ethical Management
52	Governance and Procurement
	PROGRESS REVIEW
54	Configuration Management and Change Control
58	Managing information
62	Project Monitoring
	PROGRESS REVIEW
66	Monitoring, analysing and evaluating budgets and risk
70	Research, analysis and evaluation
	GATEWAY
	APPRENTICESHIP ASSESSMENT



Apprenticeship assessment explained



- Completes a professional discussion underpinned by a portfolio of evidence. Completes a project report and a presentation on the project followed by a question and answer session.
- Ensures that the apprentice has covered all the knowledge, skills and behaviours and prepares the apprentice by means of mock professional discussions with feedback, and quality assurance of the project report and portfolio of evidence.
- Assess and grade the apprentice based on the project report, presentation and Q&A, and the professional discussion underpinned by the portfolio of evidence. Sends out results within 4 weeks.



What to include in your portfolio of evidence?

Your portfolio will typically contain 20 discrete pieces that cover those knowledge, skills and behaviours assessed by this method. Evidence could be workplace records, witness statements, photographs, video clips, and reports. Evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested.



Professional discussion

While your portfolio of evidence is not assessed it is reviewed and used to provide context for the open questions asked during the professional discussion. The professional discussion will last 60 minutes plus 10% if

required to respond to a final question. The assessor will ask a minimum of 6 questions, and you may refer to your portfolio of evidence during the discussion.

Did you know?

Both components of the final assessment must be passed for the apprentice to be deemed competent. Satisfactorily meeting the criteria is a Pass, exceeding them can lead to a Distinction.

Project report

The written project report must meet the needs of the employer's business and be relevant to the apprentice's occupation and apprenticeship. It must have a word count of 3500 words +/- 10%. Appendices, references and diagrams are not included in this total. The report must include mapping in an appendix, showing how the written project report evidences the KSBs mapped to this assessment method.

Presentation with questioning

The presentation with questions must last 60 minutes. This will typically include a presentation of 20 minutes and questioning by the assessor lasting 40 minutes. The presentation should cover an overview of the project, the project scope, how this scope was delivered, a summary of delivery tasks undertaken by the apprentice and the project outcomes.

The professional discussion underpinned by a portfolio of evidence, and the project report, presentation and questions are equally weighted and the apprentice can achieve a Pass or Distinction. A Fail in one or both methods of assessment will result in a re-sit or re-take.



FAQs

We have compiled a list of frequently asked questions so whether you're looking to grow your team by hiring new members, or upskill your current workforce, you can gain maximum benefits from apprenticeship schemes.

Background

The Apprenticeship Levy was introduced from 6 April 2017 to inspire employees to expand existing and introduce new apprenticeship schemes.

Here at RHG, we help employers to deliver high-quality, professional apprenticeship programmes to grow existing employees by closing skills gaps and hire new team members.

What is the Apprenticeship Levy?

The Apprenticeship Levy is a compulsory levy on employers that is used to fund the delivery and increase the quantity and quality of apprenticeships within the UK.

Who has to pay the levy?

From April 2017, UK employers within the private and public sector with a bill of over £3 million pay the Apprenticeship Levy.

Non-levy paying employers will contribute 5% towards the cost of training and assessing apprentices, with the government paying the remaining 95%.

How much do organisations pay?

The levy is set at 0.5% of an organisation's pay bill, however employers receive a £15,000 annual allowance to offset against the levy.

How are levy payments made?

HM Revenue and Customs (HMRC) will collect monthly payments. Businesses are required to calculate and report the levy that they owe each month.

What happens to the levy?

The payments made by levy-paying organisations go into the Digital Apprenticeship Service account where employers can get access to funding as well as find relevant apprenticeships and training providers.



How can funds be accessed?

Levy-paying employers can access their Apprenticeship Levy contributions through their Digital Apprenticeship Service (DAS) account to pay for their apprenticeship training.

For non levy-paying organisations please contact us or visit <https://www.apprenticeships.gov.uk/employer/funding-an-apprenticeship-non-levy#>

How are funds spent?

The funding can be put towards the cost of training and assessments within the apprenticeship and can only be used with an approved training provider who is on the register of apprenticeship training providers.

Are there any funding rules?

Yes, and a key one is that apprentices must be permitted dedicated time from their working week to achieve the programme off the job hours

Who can become an apprentice?

The apprenticeship scheme is available for both new and existing employees to enable you to develop existing team members, as long as they meet eligibility criteria. There are no age restrictions on the apprenticeship scheme.

Is there a time limit to spend the levy funds?

Levy funds will expire 24 months after they enter the account unless they are spent on apprenticeship training.



Did you know?

A 10% top-up is applied by the government to funds added into the account. So for every £1 an employer adds, the organisation has £1.10 to spend on apprenticeships.



How do I find out more?

Contact us today to discuss how you could fill skills gaps within your existing team, hire new team members through the apprenticeship scheme or for more information about the Apprenticeship Levy.

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