

Associate Project Manager Higher Apprenticeship Standard



Course Level: Level 4

Campus: Stafford

Subject Type: Accounting, Business, Travel & Legal

Course Overview:

The broad purpose of this occupation is to contribute to the successful delivery of projects by ensuring that project scope, objectives and benefits are achieved as planned. Associate Project Managers support the planning, organisation, resourcing, scheduling and monitoring of project activities, ensuring work is delivered in the correct sequence and within agreed timescales.

What's Covered:

Project Managers monitor project objectives, milestones and progress, adapting plans to respond to changing circumstances and emerging risks. Associate Project Managers work with limited supervision to manage project activities, risks and objective, often reporting to senior project or programme managers. This role involves analysing project information, engaging with stakeholders and applying lessons learned to support continuous improvement across a wide range of sectors.

- Project governance and project lifecycle management
- Stakeholder engagement and communication
- Planning, scheduling and resource management
- Budgeting, cost control and financial monitoring
- Risk, issue and change management
- Data analysis and project reporting
- Leadership and teamwork
- Conflict resolution and problem-solving
- Sustainability, compliance and ethical project delivery

Entry Requirements:

Candidates need a minimum of four GCSEs, including maths and English (minimum grade 4/C). If you do not hold a suitable maths or English qualification, you will complete initial assessments to identify if you can achieve Functional Skills at level 2.

Assessment Information:

The End Point Assessment consists of:

1. Project + written report + presentation/questioning. You complete a real project with a genuine business application and benefit.
2. Professional discussion supported by a portfolio
3. To start the End Point Assessment, Apprentices must hold a Level 2 English and maths qualification.

Fees and Financial Support:

While you are on an apprenticeship your employer pays you a salary and supports you whilst you undertake your training.

Progression:

If you successfully achieve all parts of the apprenticeship, your assessor will discuss with you and your employer the next steps to take. Dependent on your roles and responsibilities, this may be the next level of the subject you have been studying already or a different pathway.

What else do I need to know?

On an apprenticeship programme you usually work for a minimum of 30 hours a week for the employer and then have one day a week at college or designated time in the workplace. Some jobs will require DBS before starting, you will be advised at interview stage if this is required. Whilst you are on the apprenticeship your employer pays you a salary, this includes all off the job training as well.

How do I find out more?

Telephone: 01782 254287 (Newcastle office) or 01785 275660 (Stafford office) Email: apprenticeships@nscg.ac.uk