

# ASSOCIATE PROJECT MANAGER

This training programme has been designed for those working in the business and management sector. Individuals will need good planning, organisation, leadership, management and communication skills. Every project needs to be managed to ensure its success, an Associate Project Manager knows what needs to be achieved, how it will be achieved, how long it will take and how much it will cost, and works with the project team to achieve the required outcomes.

## Is this training programme for your business?

This programme is ideal for new and talented employees who want to learn and progress, or for your existing employees who are looking to retrain or upskill. It is ideal for those looking to develop their skills within the industry.

## The programme in brief

- Level 4
- Duration - 18 months
- Blended approach to delivery which could include webinars, face-to-face, Skype, telephone and online learning
- Development of the learner's knowledge, skills and behaviour relevant to the job role
- Level 1 and 2 Functional Skills where appropriate
- End-Point Assessment



Call: **01388 777 129**

Email: [training@learningcurvegroup.co.uk](mailto:training@learningcurvegroup.co.uk)

Visit: [www.learningcurvegroup.co.uk](http://www.learningcurvegroup.co.uk)

## The learner journey

**1. 18 months on-programme** – This is when the individual will learn the skills, knowledge and behaviours which will support them for their End-Point Assessment. The learner could partake in a combination of activities, such as classroom-based sessions, mentoring, shadowing, bespoke resources and off-site visits in order to support their learning and development. You will be required to spend at least six hours a week on off-the-job training in order to meet the course requirements.

**2. Gateway** – After the 18 months teaching and learning, you, your training provider and the learner will review the learners journey and decide whether it is the right time for the on-programme assessment.

**3. End-Point Assessment** – This is when your learner will need to demonstrate they have learnt the required knowledge, skills and behaviours, through an on demand knowledge test, a professional discussion, practical observation and business project.

## How your employees will learn

We want to help your employees get the most from their training programme. Therefore we will provide them with the support and guidance they need through a mixture of face-to-face and online learning. Learners will have a dedicated Vocational Skills Coach who is there to guide them through their training programme. As well as their Vocational Skills Coach, learners have unlimited access to learning and support materials online. All of this will help the learners to meet the standards set, resulting in them becoming competent and fully qualified.

We will facilitate the delivery of the learners End-Point Assessment through an approved Assessment Organisation registered on the Register of Apprentice Assessment Organisations.

Take a look at our full [Apprenticeship Offer](#)

## What your employees will learn

### Knowledge:

Different types of organisational structures and responsibilities, functions and project phases on different types of project; successful delivery of projects; project management plan; stakeholder management; communication plan; project leadership; working environments which encourage and sustain high performance; budgeting and cost control; business case and benefits management; project scheduling; progress monitoring; resource management; project risk and issue management; contract management and procurement; project quality management processes, the different contexts in which projects can be delivered; project phases and key review points, across project life cycles.

### Skills:

Project monitoring and reporting, assess and interpret performance; managing stakeholders; conflicts and negotiations; communicating to different audiences; negotiating project objectives; develop and agree project budgets, monitor forecast; support funding submissions; tracking systems for cost breakdowns; preparation or maintenance of a business case including achieving required outcomes; scope management; consolidated planning; risk and issue management; contract management and procurement; quality management plan, manage project assurance; resource management.

### Behaviours:

Understands and is effective as part of an integrated team; working effectively with and influencing others; taking account of diversity and equality; influences and facilitates effective team performance; achieving results and improving performance; promotes the wider public good in all actions, acting in a morally, legally and socially appropriate manner; promotes and models the highest standards of professional integrity, ethics, trust and continued development.

For more information visit: [Institute of Apprenticeships](#)