



The  
Growth  
Company

Level 4

**Associate  
Project Manager**





**At the Growth Company Education and Skills we understand that learning and development is essential for businesses to innovate and thrive and we are passionate about delivering a high-quality service.**

**We understand that an apprenticeship is a commitment for both you and your employee, which is why we design our apprenticeship programmes to complement the day to day running of your business.**

**Our team of industry experts will work closely with you to ensure you and your apprentice receive the support they need to succeed. From our initial business training consultation through to completion and progression, we are with you every step of the way.**

**The apprenticeship journey is as much yours as it is the apprentice's, therefore we will provide you with all the tools you need to help them achieve. As you take responsibility for their learning, you will provide us with regular feedback on their performance, when they should progress and when you feel they are ready to take their end point assessment.**

## **About this Apprenticeship Standard**

**Duration** – 18 months (15 months training period plus up to 3 months for end-point assessment).

Minimum 6 hours per week off-the-job learning.

**Entry requirements** – Applicants must hold a minimum of Level 2 in maths and English or equivalent. Apprentices without Level 2 English and maths will need to achieve this level prior to completion of their Apprenticeship.

The Associate Project Manager apprenticeship is for anyone who is involved in managing project work and project teams to successfully achieve the required outcomes for businesses and other organisations.

The projects managed by an Associate Project Manager can be large or small and are defined/delivered within

different contexts and complexities, across diverse industry sectors.

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, working together as part of a multi-disciplinary project team.

This can also include roles such as Assistant / Junior Project Manager and Project Team Leader and the focus will be on the development of good planning, organisation, leadership, management and communication skills.

The underpinning knowledge qualification for the programme is the Association for Project Management (APM) Project Management Qualification (PMQ).

## What is involved?

During the apprenticeship journey, learners develop their knowledge, skills and behaviours through both the employer and the Growth Company.

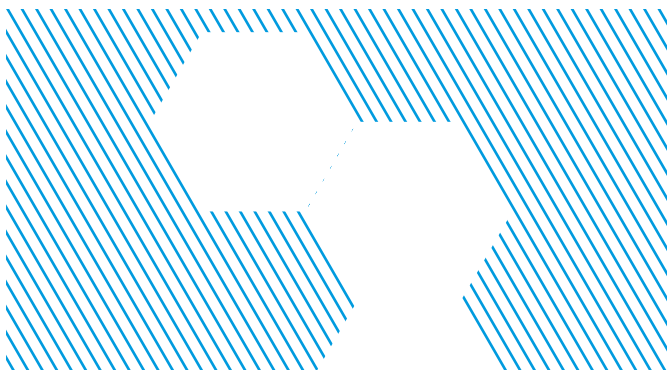
Here is an example of the apprenticeship journey:

1. Pre-enrolment, role-scoping, initial assessment and onboarding
2. On and off-the-job learning
3. Preparation for end-point assessment
4. End-point assessment completion
5. Achievement and next steps

Off-the-job training is learning which is undertaken outside of the normal day-to-day working environment and leads toward the achievement of an apprenticeship.

Off-the-job training must be directly relevant to the apprentice's programme. Apprentices will be required to attend fortnightly tutor-led PMQ power hour sessions (one hour duration) and quarterly PMQ revision and mock exam workshops (half day) which cover the following areas:

- Planning for success
- Managing risk/quality
- Project governance and life cycles
- Team development and leadership
- Scheduling and resource management
- Procurement, scope and cost planning
- Managing stakeholders and comms
- Organisational structures and context



In addition, apprentices will be required to attend monthly one-to-one coaching sessions with industry experts.

Self-study activities are available 24/7 via our online learning platform.

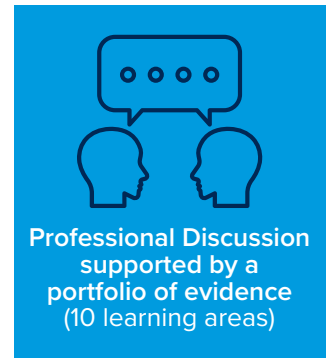
Apprentices are required to complete a three-hour online PMQ exam with essay type questions and produce a comprehensive written portfolio of evidence covering 15 key learning areas.

## End-Point Assessment

End-point assessment (EPA) is the final stage of an apprenticeship. It is an impartial assessment of whether your apprentice has developed the skills, knowledge and behaviours outlined in the apprenticeship standard.

Assessments are designed by employers in the sector and are conducted by independent bodies known as end-point assessment organisations (EPAOs).

There are two elements to the EPA for this apprenticeship standard:



This apprenticeship provides eligibility for student membership of the Association for Project Management (APM) as the first step of professional membership.

On successful completion, progression to associate membership and/or full membership can be attained through further experience and professional development.

### Funding and the Apprenticeship Levy

Funding band value: **£6,000**

If you DO NOT pay the apprenticeship levy, you pay 5% towards the cost of training and assessing your apprentice. The government will pay the rest (95%) up to the funding band maximum. They'll pay it directly to the training provider. If you pay the apprenticeship levy, you'll get funds to spend on training and assessing your apprentices. The government will add 10%.

You can get £1,000 to support your apprentice in the workplace if they are one of the following:

- 16 to 18 years old
- 9 to 25 years old with an education, health and care plan
- 19 to 25 years old and they used to be in care

If your apprentice is eligible, we will give you the payment in 2 instalments of £500. You will get the first payment after 90 days and the second one after a year.

**Get in touch...**



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