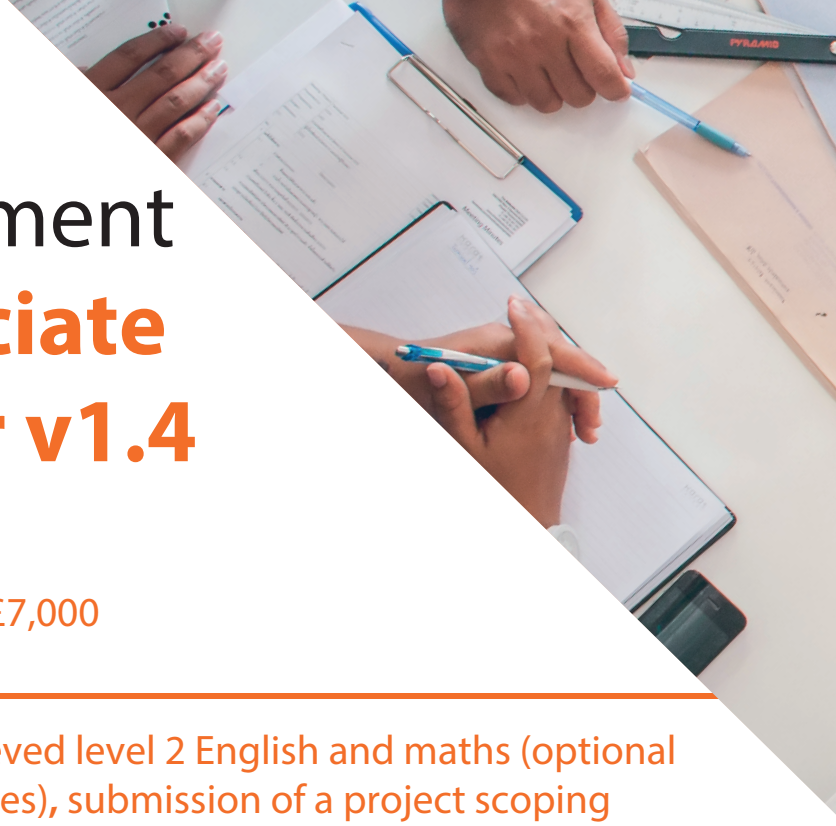
Highfield Level 4 End-Point Assessment for ST0310 Associate Project Manager v1.4



Government funding band – £7,000

Gateway requirements – achieved level 2 English and maths (optional for 19+, please see funding rules), submission of a project scoping document, submission of a portfolio of evidence and submission of policies and procedures

End-point assessment method – written project report with presentation and questioning, professional discussion underpinned by a portfolio of evidence

Overview of the standard

This occupation is found in small, medium, and large organisations within the public, private and third sectors. Associate project managers work in all sectors such as government, retail, food and drink, infrastructure, education, charities, research, and banking.

The broad purpose of the occupation is to contribute to the successful delivery of a project, ensuring its scope and benefits are achieved as planned. They do this primarily by identifying, resourcing, scheduling, and monitoring the activities that need to happen in a certain sequence and timescale. They monitor the project objectives and milestones and adjust plans in accordance with evolving circumstances.

In their daily work, an employee in this occupation interacts with a range of internal stakeholders including members of their own team and other departments such as IT, legal, finance, strategy, HR, operations, commercial, marketing, sustainability, senior management, and governing decision-making bodies. They also interact with a range of external stakeholders such as members of the public, investors, customers, regulators, suppliers, auditors, and partners.

Your apprentice's journey

Ready for training

- Initial assessment
- English and maths training (optional for 19+, please see funding rules)
- On-programme training to meet the requirements of the standard
- Gateway readiness self-assessment

Set for assessment on completion of training and functional skills

The end-point assessment methods are:

Written project with presentation and questioning:

- submission of a 3500-word project report
- typically 20-minute presentation and 40 minutes of questioning

Professional discussion underpinned by a portfolio of evidence:

- 60-minute formal two-way discussion
- underpinned by portfolio of evidence that is submitted at gateway, which is not directly assessed

Go further

By the end of this apprenticeship the candidate will progress further in the sector in related job roles, such as project management or project support.

Available support

On-programme support

- Delivery resources
- Tutor support resources, including innovative and multi-device e-learning courses

End-point assessment support

- Gateway and mock assessments
- Bespoke end-point assessment solutions
- Progression tracking system
- Staff training, standardisation, and support

Need to know more:

01302 363277 info@highfieldassessment.com www.highfieldassessment.com