

Highfield **Level 4** End-Point Assessment for **Associate Project Manager V1.3**



Government funding band – **£6,000**



On-programme duration – **Typically 18-24 months**



Gateway requirements –

- **Level 2 functional skills in English and maths**
- **International Project Management Association (IPMA) qualification at level D or APM Project Manager qualification**
- **Portfolio of evidence**



End-point assessment method –

Presentation and professional discussion

Working as an associate project manager

Every project, large or small, needs to be managed to ensure its success. An associate project manager will work with the project team to achieve the required outcomes.

They will utilise resources with the suitable skills, qualifications, experience and knowledge required to work in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities.

The programme's structure

Apprentices will be placed in a role for typically 18-24 months, during which time they will receive support from their tutor. The apprentice will also be required to complete a portfolio of evidence. Prior to commencing the portfolio, the apprentice will need to agree with their employer and training provider which 15 of the 17 learning areas available will provide the focus for the portfolio. Their tutor will review the progress of the apprentice against the standard to ensure they are prepared for the end-point assessment.

Your apprentice's journey



Ready for training

- Initial assessment
- English and maths training
- On-programme training to meet the requirements of the standard
- International Project Management Association (IPMA) qualification at level D or APM Project Manager qualification
- Gateway self-assessment report

Set for assessment on completion of training and functional skills

End-point assessment methods are:

Presentation

- A 60-minute (+/-10%) presentation supported by a portfolio of evidence
- Based on 5 of the pre-selected learning areas from portfolio of evidence

Professional discussion

- A 90-minute (+/-10%) professional discussion supported by a portfolio of evidence
- Based on the remaining 10 pre-selected learning areas from portfolio of evidence
- Discuss the presentation, professional development and reflect on the apprenticeship

Go further

On completion, successful apprentices can become associate members of the Association for Project Management (APM). They may then go on to complete courses in leadership and management.

Available support

On-programme support

- Delivery resources
- Tutor support resource
- 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:

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