

# Highfield **Level 4** End-Point Assessment for **ST0310 Associate Project Manager v1.3**



Government funding band – **£6,000**



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



Gateway requirements – **Level 2 in English and maths (optional for 19+, please see funding rules), International Project Management Association (IPMA) qualification at Level D or APM Project Manager qualification, submission of a portfolio of evidence**



End-point assessment methods – **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 (optional for 19+, please see funding rules)
- 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 presentation supported by a portfolio of evidence lasting for a minimum of at least 1 hour
- Based on 5 of the pre-selected learning areas from portfolio of evidence

#### Professional discussion

- A professional discussion supported by a portfolio of evidence lasting for a minimum of at least 1 hour
- 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: