

# ASSOCIATE PROJECT MANAGER

This training programme has been designed for those working in the business professions sector. Associate project managers enable organisations to meet business goals through successful project delivery. Projects vary in size and scope, creating new products or improving efficiency, such as building motorways or implementing IT systems, across diverse sectors like banking and construction. Organisations may use in-house associate project managers for familiar projects, while others hire contract or specialist managers for outsourced work.

## 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



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## 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:

Projects are temporary with specific goals; business as usual is ongoing. Aligning projects with organisational objectives ensures compliance and strategic alignment. Understand project context using PESTLE, SWOT, and VUCA. Project governance provides guidelines and accountability. Use functional and matrix structures, and defined roles (e.g., project manager, sponsor) enhance efficiency. Employ linear, iterative, and hybrid approaches. Business cases outline benefits, costs, risks, and needs. The project management plan covers scope, schedule, budget, and communication. Use Work Breakdown Structure (WBS) and scope control. Identify and communicate with stakeholders early, using tailored messages. Configuration management tracks changes and deliverables. Project scheduling and critical path analysis maintain timelines and ensure timely completion.

### Skills:

Track and report performance, manage stakeholders, influence outcomes, and resolve conflicts; adapt communications, support the project vision, and analyse information for negotiations; monitor budgets, review business cases, and apply change control; evaluate project plans, manage schedules, and address risks; implement quality management and continuous improvement; prepare resource plans, use digital tools, and provide governance data; work within budgets, ensure integrated schedules, apply relevant laws, and use data for risk mitigation; manage resources throughout the project lifecycle.

### Behaviours:

Works flexibly and collaboratively, building strong relationships internally and externally. Takes accountability and ownership, operating with integrity and confidentiality. Seeks continuous learning and development, strives for performance improvement, and promotes ethical and socially responsible actions.

For more information visit:

[Institute of Apprenticeships and Technical Skills](https://www.instituteofapprenticeshipsandtechnicalskills.org.uk)