



# associate project manager.

Apprenticeship Standard NCFE Solution Brief

UP TO **£9k**  
GOVERNMENT  
FUNDING BAND

TYPICAL  
DURATION **24mth**  
APPRENTICESHIP  
PROGRAMME

**level 4**  
FOUNDATION  
DEGREE EQUIVALENT

## Overview

Project management is critical to enabling business performance and organisational success. Today's organisations manage projects within increasingly complex environments driven by regulatory changes and organisational restructuring. New product development, post-deal integration, outsourcing, policy implementation as well as systems development and implementation are all key project initiatives organisations must manage.

Providing staff with the development and skills they need to drive projects and deliver anticipated outcomes, on time and on budget, is essential. Effective Project Managers make a significant difference to the bottom line.

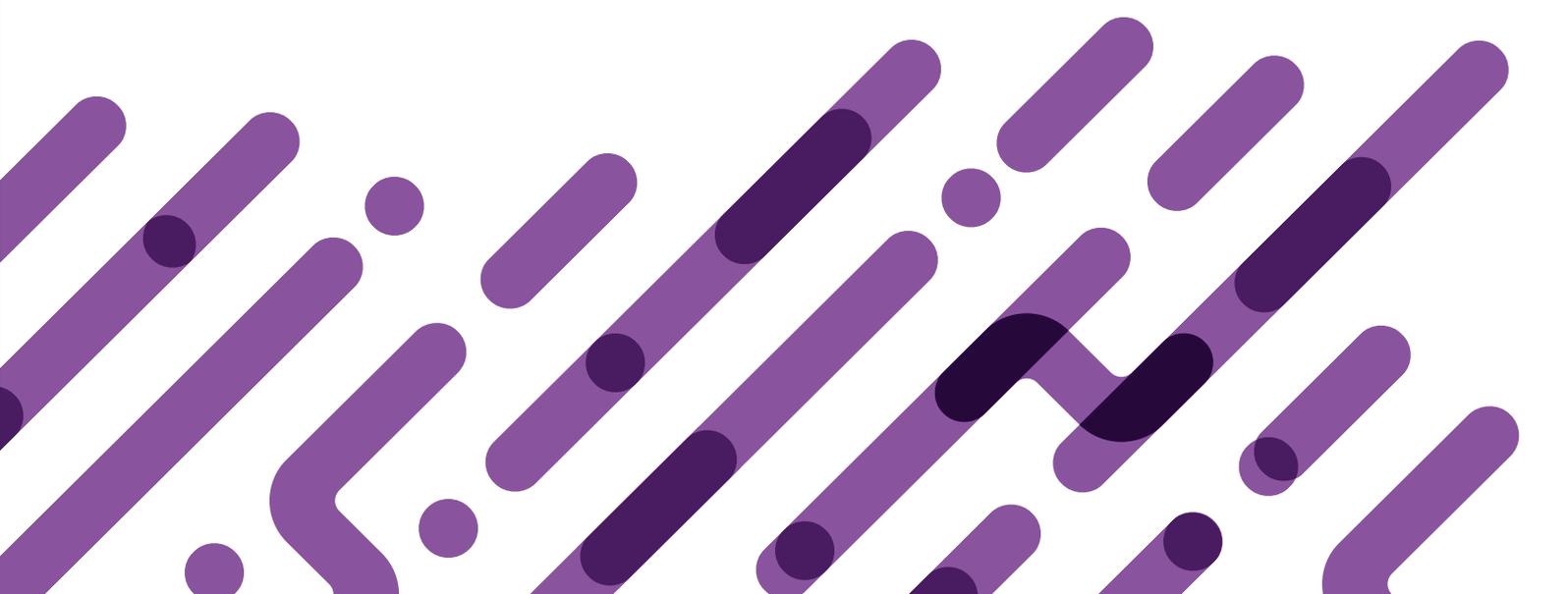
Your apprentice will undergo a 24 month apprenticeship training programme at Level 4, gaining a Level D International Project Management Association (IPMA) qualification that will springboard them into your operation with the must-have skills needed to support organisational strategy and communicate across all levels to get the job done.

## Role profile

Responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project, the Project Manager is tasked with ensuring project schedules are met and the desired end result is achieved. This involves making efficient use of resources and ensuring the interests of all parties involved are satisfied.

Supporting the Project Manager by helping to monitor project scope, timelines, budgets and key milestones, the Associate Project Manager needs to have knowledge of:

- project governance and delivery
- stakeholder management and communication
- budget coordination
- schedule management
- contract management and procurement
- risk and quality management processes
- reporting.



# apprenticeship journey.



## Mock Assessments

Ensuring everyone has the most accurate expectations of end-point assessment (EPA) is essential. Providing mock assessment materials and guidance for all of our assessment methodologies, we empower providers and apprentices to structure learning towards the EPA format to assure the best chance of success.



## Gateway

The decision to take an apprentice through Gateway is made between the employer, Independent Training Provider (ITP) and apprentice. The apprentice must have achieved all the required on-programme elements before they enter Gateway. We provide a Gateway guide to all of our providers to support them with this process. This ensures that the apprentice is only put forward when they are ready and comfortable to take the EPA.

1

2

# end-point assessments.



## Portfolio and Presentation

50%

The apprentice will select, collate and present evidence produced during the on programme element of their apprenticeship, focusing on 15 key areas taken from the standard. They must submit the evidence for panel review at least a month before the presentation and Professional Discussion is due to take place. Panel members will review the Portfolio to prepare for the Presentation and Professional Discussion and select areas for further exploration.



### ASSESSMENT DELIVERY

– digital first, created on programme, submitted and reviewed by the assessor via an e-portfolio and video conferencing platform.



**GRADE WEIGHTING** – out of 25, 5 for each of the 5 learning areas assessed in this mode, with a weighting of 50% on the total score.



## End-Point Assessment

Defined by the employer-led trailblazer action group, the assessment plan for Associate Project Manager has 2 modes of assessment: a Presentation supported by a Portfolio, and a Professional Discussion. NCFE will ensure the appropriate allocation of the Independent End-Point Assessor (IEPA) to see each apprentice through all modes of assessment and assure consistent quality of assessment.



## Certification

Once the IEPA verifies the apprentice has successfully completed all EPAs, NCFE will activate certification. Working with the apprenticeship certificate issuing authority, we'll ensure the apprentice receives their certificate – a worthy recognition of their hard work and achievement and the currency that can help further their career.

3

4



### Professional Discussion

50%

In this concluding assessment module, the IEPA leads an hour long discussion to uncover additional evidence of personal development activities and how this learning was applied to the role and workplace.

The IEPA will evaluate competence, utilising the Portfolio of evidence to test actual understanding and maintain a consistent evaluation.



**ASSESSMENT DELIVERY** – digital first, on-demand delivery via an online video conference platform.



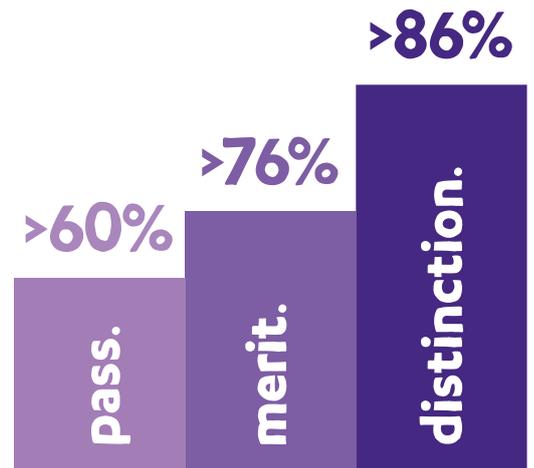
**GRADE WEIGHTING** – out of 75, 5 for each of the 15 learning areas assessed in this mode and with a weighting of 50% on the total score.

## Grading

Marks are awarded based on how the evidence presented across all assessment modes contributes to:

- what the apprentice has shown they can do against the requirements of their job role
- how the apprentice has approached their work and learning, and the way they have completed the tasks
- who the apprentice has worked with, demonstrating personal and interpersonal qualities they have brought to all their work relationships.

Total scores will be added together to give an overall total score out of 100. The scores from all components must be greater than 60 to achieve a Pass, 76 or above to achieve a Merit, and 86 or above to achieve a Distinction.



## Progression

Once the Level 4 Associate Project Manager Apprenticeship is complete, the learning doesn't stop. NCFE offers a full suite of programmes designed to take your apprentice onward up the career ladder. Their next step is Operations/ Departmental Manager (Level 5) and then Chartered Manager (Level 6).



## Delivery and pricing

NCFE is committed to offer value for money, high quality EPAs. Our 'digital first' approach provides flexible assessment methods for apprentices that limit the impact on the productivity of their working day. This enables us to provide the EPA for Associate Project Manager at a highly competitive rate. For levy payers within their digital account limit, 100% of this price is covered by government funding. For non-levy payers, 90% is covered and just 10% requires an employer contribution.

# 100%

of the price is covered with government funding for levy payers within their limit.

# 10%

employer contribution for non-levy payers.

## why ncfе?

With over 170 years of assessment experience, we're a 'digital first' apprenticeship assessment organisation, making use of innovative new technology approaches to enhance the delivery and management of EPA. Recognised in The Times Top 100 not-for-profit companies listing 5 years in a row and placed in the Top 50 companies for customer service, you can trust NCFE to support your apprenticeship journey. As an Awarding Organisation, we're regulated by the Office of Qualifications and Examinations Regulation (Ofqual) in England, the Qualification Wales in Wales, and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.

## let's get to work.

visit: [ncfe.org.uk/epa](https://ncfe.org.uk/epa) | call: 0191 240 8950 | email: [epa@ncfe.org.uk](mailto:epa@ncfe.org.uk)