

Associate Project Manager

① What the role entails

Responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project, the Associate 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.

② On-programme assessment

The apprentice must achieve the following on-programme assessment requirements prior to Gateway:

- Achieve Level 2 English and maths
- Achieve a Project Management qualification recognised by the International Project Management (IPMA) Level D or APM Management Qualification
- Complete a Portfolio of Evidence.



③ Gateway requirements

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.



④ End-Point Assessment

The end-point assessment for Associate Project Manager contains 2 methods of assessment, both of which are supported by a Portfolio of Evidence, as outlined below:

Portfolio and Presentation

The apprentice will focus on 15 key areas from the standard to produce a substantial written Portfolio of Evidence which must be submitted for panel review one month before the Presentation and Professional Discussion is due to take place.

The Presentation must cover 5 learning areas from the 15 evidenced in the Portfolio. The Presentation and Professional Discussion will take place in the same assessment session which will last at least 1 hour and no more than 3 hours.

Grade Weighting - out of 25, 5 for each of the 5 learning areas chosen, with a weighting of 33.3% on the total score.

Professional Discussion

The Professional Discussion will cover the remaining 10 learning areas chosen for the Portfolio. The Professional Discussion is an opportunity for the apprentice to demonstrate their competence, skills and understanding. The Presentation and Professional Discussion will take place in the same assessment session which will last at least 1 hour and no more than 3 hours.

Grade Weighting - out of 50, 5 for each of the learning areas chosen, with a weighting of 66.6% on the total score.

⑤ Grade aggregation table

Presentation: each of the 5 learning areas selected for assessment will be scored out of 5, to give a total score out of **25**.

Professional Discussion: each of the 10 learning areas selected for assessment will be scored out of 5, to give a total score out of **50**.

The final score will be determined according to the following (scores are out of 75):

Grade	Fail	Pass	Merit	Distinction
Total Mark	Less than 45	45-55	56-65	66-75

⑥ Completion and 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.



⑦ What next?

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)**.

Why choose EPA Plus?

We are an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across Health, Education & Care and Business apprenticeship standards. EPA Plus offers a flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.

