



# Associate Project Manager v1.4

☆ Level 4    £ £7,000    🗓 18 months

## 1. What the role entails

The role of the associate project manager is to contribute to the successful delivery of a project, ensuring that its scope and benefits are achieved as planned. They do this primarily by identifying, resourcing, scheduling, and monitoring the activities that need to happen in a certain sequence and timescale. They monitor the project objectives and milestones and adjust plans in accordance with evolving circumstances.

Associate project managers work on their own and in a range of team settings. Associate project managers are key to enabling organisations to meet their business goals by successful project delivery. Projects can be large or small and deliver a required product that either creates something new or improves efficiency and effectiveness, such as designing and constructing a new motorway or implementing a new IT system. Projects are diverse in nature and could involve anything from banking through to construction. Many organisations deliver their own projects, using in-house associate project managers to work on scope they might be already familiar with.

In their daily work, an associate project manager interacts with a range of internal stakeholders including members of their own team and other departments such as IT, legal, finance, strategy, HR, operations, commercial, marketing, sustainability, senior management, and governing decision-making bodies. They also interact with a range of external stakeholders such as members of the public, investors, customers, regulators, suppliers, auditors, and partners. They will typically report to the project manager who ensures the delivery of the project scope.

## 2. On-programme assessments

Apprentices will typically spend 18 months on-programme and undertake the minimum required off-the-job training as per the apprenticeship funding rules. Apprentices must spend at least 12 months on-programme. Before entering Gateway, the apprentice must complete the following on-programme requirements:

- English and maths qualifications in line with the apprenticeship funding rules
- compile a Portfolio of Evidence to underpin the Professional Discussion.

## 3. Gateway requirements

The decision to take an apprentice through Gateway is made between the employer, Independent Training Provider (ITP) and the apprentice. The apprentice should only enter Gateway once the employer is content that the apprentice is working at or above the level of the occupational standard.

The apprentice must also have completed all the on-programme elements before they enter Gateway and have ready to submit:

- a Portfolio of Evidence to underpin the Professional Discussion
- a Project Summary of no more than 500 words.



## 4. End-point assessment

The end-point assessment (EPA) for Associate Project Manager contains two methods of assessment:

### Written Project Report with Presentation and Questioning

This assessment method has two components:

- Written Project Report
- Presentation with Questions and Answers

Together, these components give the apprentice the opportunity to demonstrate the knowledge, skills and behaviours (KSBs) mapped to this assessment method.

The apprentice must start the Written Project Report after Gateway. The Written Project Report must consist of 3,500 words. The apprentice must submit any presentation materials to NCFE at the same time as the Written Project Report, by the end of week 12 of the EPA period. The research and project will be completed before Gateway.

The Presentation with Questions must last 1 hour. This will typically include a presentation of 20 minutes and questioning lasting 40 minutes. The Independent End-Point Assessor (IEPA) must ask at least six questions.

The Written Project Report with Presentation and Questioning is graded fail, pass or distinction.

### Professional Discussion supported by a Portfolio of Evidence

The Professional Discussion is a 1 hour two-way discussion which gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method.

The Portfolio of Evidence will be completed during the on-programme learning and submitted at Gateway. The apprentice must have access to their Portfolio of Evidence during the Professional Discussion where the IEPA will ask at least six questions. The apprentice can refer to and illustrate their answers with evidence from their Portfolio of Evidence however, the Portfolio of Evidence is not directly assessed.

The Professional Discussion is graded fail, pass or distinction.

## 5. Grade aggregation table

Written Project Report with Presentation and Questioning	Professional Discussion	Overall grading
Pass	Pass	<b>Pass</b>
Distinction	Pass	<b>Pass</b>
Pass	Distinction	<b>Pass</b>
Distinction	Distinction	<b>Distinction</b>

If an apprentice fails any assessment, the EPA will be deemed an overall fail.

## 6. Completion and certification

Once the IEPA verifies the apprentice has successfully completed all EPA methods, NCFE will activate certification. Working with the apprenticeship certificate issuing authority, we will ensure the apprentice receives their certificate.

## 7. What next?

Completion of the Associate Project Manager apprenticeship may provide progression opportunities to more senior roles in the management sector. It may also be possible to progress to the Level 5 Operations or Departmental Manager and the Level 6 Project Manager (Integrated degree).

### Why NCFE?

We are an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across health, education, social care, business, and digital apprenticeship standards. NCFE offers flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.