APPRENTICESHIP STANDARD

Associate Project Manager v2.0

Level 4 | £7,000 | 18 months

1. What the role entails

Associate project managers contribute to the successful delivery of a project, ensuring 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 are key to enabling organisations 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. Some associate project managers work on a contract basis or for specialist organisations that deliver outsourced project work on behalf of clients.

2. On-programme

An apprentice will typically spend 18 months on-programme (this means in training before the gateway to completion) working towards occupational competence. They must spend a minimum of 8 months on-programme and complete the minimum required off the job training time, in line with the apprenticeship funding rules.

The apprentice must receive training to develop the occupational standard's knowledge and skills (K&S) criteria and achieve English and maths in line with the DfE apprenticeship funding rules, if required.

While on-programme, apprentices must undertake both assessment methods; these can take place in any order but must not be taken before month 6 of the apprenticeship.

3. Gateway to completion requirements

Gateway to completion should be used as the final opportunity to check an apprentice has met all the requirements for completion. An apprentice can only be put forward for gateway to completion when the apprentice and their employer (in

consultation with the centre) are content they have attained the sufficient knowledge, skills and behaviours to successfully complete the apprenticeship and the apprentice has achieved their apprenticeship assessments.

For the Level 4 Associate Project Manager, the requirements are:

- the off-the-job requirements have been met, as per the funding rules
- English and maths qualifications in line with the apprenticeship funding rules
- confirmation from the employer that the apprentice has met the behaviour requirements as set out in the apprenticeship assessment plan
- successful completion of both apprenticeship assessment methods.

4. Apprenticeship assessment

The apprenticeship assessment for Associate Project Manager contains two methods of assessment:

- Project with Question and Answers (Q&A)
- Professional Discussion.

Together, these components give the apprentice the opportunity to demonstrate the assessment criteria mapped to this assessment method.

Assessment 1: Project with Q&A

This assessment method contains two components:

- written Project Report
- Q&A.

These elements, when combined, provide the apprentice with the opportunity to generate evidence and demonstrate achievement of the assessment criteria associated with this assessment method.

The apprentice must manage a workplace Project while on-programme. The apprentice will then write a Project Report with a suggested word count of 3,500 words. The Project Report must not exceed 5,000 words.

The Q&A session will last up to 30 minutes and will be undertaken once the assessor has marked the Project Report and is intended to authenticate the Project Report, clarify any points and further explore K&S assigned to this assessment method that were not fully evidenced in the Project Report.

This apprenticeship standard offers a tiered approach, giving centres the flexibility to choose the delivery model that best suits their needs. The Project with Q&A can be delivered through either a centre-assessed model or an NCFE-assessed model. In the centre-assessed model, centre assessors deliver and grade the assessment, with outcomes subject to Internal Quality Assurance (IQA) and NCFE External Quality Assurance (EQA). In the NCFE-assessed model, assessments are

delivered and graded directly by NCFE assessors. Both options are supported by robust quality assurance processes to ensure valid, reliable and consistent assessment outcomes.

Centre assessed	Delivered and assessed by centre assessors, subject to IQA and NCFE EQA.
NCFE assessed	Delivered and assessed directly by NCFE assessors.

Assessment 2: Professional Discussion

During the Professional Discussion, the assessor and apprentice take part in a recorded, structured, two-way conversation that enables the apprentice to demonstrate the assessment criteria associated with this assessment method.

The discussion should be planned and conducted in a way that provides the apprentice with the opportunity to present evidence of the knowledge and skills (K&S) mapped to the assessment method and to achieve the highest grade available. The Professional Discussion may last for up to 1 hour and 15 minutes.

NCFE will assess this method.

5. Grade aggregation information

Observation with Q&A	Professional Discussion	Final grade
Pass	Pass	Pass
Distinction	Pass	Pass
Pass	Distinction	Pass
Distinction	Distinction	Distinction

A fail in any assessment method will result in a fail overall.

6. Completion and certification

Once NCFE verifies the apprentice has successfully completed all apprenticeship assessment methods and gateway to completion requirements, they will activate certification. Working with the apprenticeship certificate issuing authority, NCFE will ensure the apprentice receives their certificate.

7. What next?

On successful completion of this apprenticeship, the apprentice will be eligible for associate membership of the Association for Project Management (APM). Progression routes could include the Level 5 Operations Manager or Level 6 Project Manager apprenticeship.

Why NCFE?

We are an approved Assessment Organisation (AO) specialising in apprenticeship assessment across health, education, social care, business, active leisure and digital apprenticeship standards. NCFE offers flexible and reliable apprenticeship assessment solutions supported by sector expertise, guidance documents and proactive service and support.