



Apprenticeships

**Make a
difference**

**Associate Project Manager
Apprenticeship (Level 4)**

What will I do in this job role?

As an Associate Project Manager apprentice, you will work within an office environment. Topics covered by this apprenticeship may include:

- Project management principles - including business cases, objectives, delivery, lessons learnt, project plans, reviews, scope and scheduling.
- Governance and stakeholder management - including organisational structures and responsibilities and stakeholder perspectives, interests and influence.
- Leadership and communications - including vision and values, collaboration, motivation, team management, conflict resolution and negotiating skills.
- Financial management - including benefits management, budgets, cost control and performance tracking and management.
- Resource and quality management - including resource analysis, allocation and acceptance and quality assurance, improvements and standards.
- Risk and issue management - including identifying and prioritising threats and opportunities, mitigating and minimising impacts and optimising benefits.
- Contract management and procurement - including nature of contracts, procurement processes and legal and ethical principles.

What are the entry requirements for this apprenticeship?

The entry requirements for this apprenticeship are:

- 3 x A levels or equivalent Level 3 qualifications; and
- 5 x GCSEs at grade A* to C / 4 or above (or equivalent) including English and Maths.

In addition we are looking for candidates who have:

- A 'can do' attitude.
- A keen interest in Project Management.
- A willingness to learn.
- The ability to work in a team environment.
- The ability to communicate effectively with a range of people.

What qualifications will I achieve?

- Level 4 Associate Project Manager Apprenticeship.

How will I be assessed?

You will be assessed in a variety of ways which could include:

- On the job observations.
- Evidence of your duties / tasks performed.
- Reports from Mentors and Managers.
- Production of an electronic portfolio.
- Production of a number of assignments.
- An end point assessment will also take place on completion of the qualification.

How do I find further information about this apprenticeship?

You can find further information about this apprenticeship at:

**[instituteforapprenticeships.org/
apprenticeship-standards/
associate-project-manager/](https://www.instituteforapprenticeships.org/apprenticeship-standards/associate-project-manager/)**

If you have any questions or queries please speak to the Apprenticeship Team on: **01228 221400** or email: **apprentice@cumbria.gov.uk**