

# Associate Project Manager



## 1 What the ROLE ENTAILS

Projects can be defined and delivered within different contexts, across diverse industry sectors. They can be large or small. Every project needs to be managed to ensure its success, an associate project manager knows what needs to be achieved, how it will be achieved, how long it will take and how much it will cost and works with the project team to achieve the required outcomes. Associate project managers need good planning, organisation, leadership, management and communication skills. An associate project manager utilises resources with suitable skills, qualifications, experience and knowledge to work together in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities. Dependent upon the size of the organisations and the complexity of projects, associate project managers' job titles will vary, but typically they can include assistant project manager, junior project manager, project team leader. Some organisations use 'project manager' as a generic job title.

## 2 On-programme ASSESSMENT

Before entering Gateway, the apprentice must complete the following on-programme assessment requirements:

- Level 2 English and maths
- Project management qualification recognised by the IPMA at level D or APM Project Management Qualification
- A Portfolio of Evidence
- Confirmation from the employer that the apprentice is consistently operating at the level required.

## 3 Gateway REQUIREMENTS

The employer, training provider and the apprentice make the decision that the apprentice is ready to go through Gateway.

Training providers registered with us for this EPA will have access to a wide range of resources to support preparing the apprentice for their assessment. The apprentice will also have access to a range of materials and resources via EPA Pro.



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## 4 End Point ASSESSMENT

The end-point assessment is intended as an assessment of the apprentice's knowledge, skills and behaviours (KSB's) that are set out in the Associate Project Manager apprenticeship standard as detailed in the Assessment Plan.

The end-point assessment (EPA) for the Associate Project Manager consists of the following 2 components.

- Presentation supported by a portfolio of evidence.
- Professional discussion supported by a portfolio of evidence.

Our focus is to ensure that each EPA delivers a reliable and comparable assessment of an apprentice's ability to successfully undertake their job role.

Before beginning work on the portfolio, the apprentice should agree, in a meeting with their employer and mentor, the 15 learning areas (from 17) that will provide a focus for the portfolio of evidence and agree which 5 out of the 15 learning areas from the portfolio will be the focus of the presentation and which of the other 10 out of the 15 learning areas from the portfolio will be the focus of the professional discussion. When planning the apprentice's work their employer should ensure that they are involved in projects with a broad enough scope to address the chosen learning areas, and that they will be able to evidence the relevant skills, knowledge and behaviours expected. To allow for panel review, the apprentice must submit the portfolio of evidence a month in advance of the expected date prior to their presentation and professional discussion. Panel members will review the portfolio of evidence during this period, to prepare for the professional discussion through questioning that will explore the apprentices' understanding of the chosen competence areas. The presentation and professional discussion will take a minimum of at least one hour. The portfolio of evidence will have been evaluated prior to the presentation and professional discussion, with questions developed to test the apprentices understanding.

The apprentice's presentation will be based on their portfolio of evidence, for each learning area, enable them to demonstrate skills retention, and will also provide a means of ensuring that the work completed by the apprentice is their own.

## 5 Completion & CERTIFICATION

Once the apprentice has successfully completed all EPA elements, and the IEPA has verified this, the report is sent out along with a request for permission to claim the Certificate on behalf of the apprentice.

The Certificate is then claimed from the ESFA.

### Why choose Steadfast EPA?

We are an Ofqual approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across health, education, care, and business apprenticeship standards. We offer flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support. We believe that we offer a premium service to our clients, combining excellent customer service with high quality, fair and robust end point assessments.

*To review the standard and assessment plan, follow the link below*

[Associate project manager / Institute for Apprenticeships and Technical Education](#)



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