



# Associate project manager

## Key information

**Reference:** ST0310

**Version:** 1.4

**Level:** 4

**Typical duration to gateway:** 18 months

**Typical EPA period:** 5 months

**Maximum funding:** £7000

**Route:** Business and administration

**Date updated:** 22/04/2024

**Approved for delivery:** 19 August 2016

**Lars code:** 128

**EQA provider:** Ofqual

**Example progression routes:**

Project manager (integrated degree)

**Review:** this apprenticeship will be reviewed in accordance with our change request policy.

## Apprenticeship summary

### Overview of the role

Managing project work and teams for businesses and other organisations.

### Occupation summary

**This occupation is found in** small, medium, and large organisations within the public, private and third sectors. Associate project managers work in all sectors such as government, retail, food and drink, infrastructure, education, charities, research, and banking. The working environment can vary from being in an office, on site, at client, and contactor's locations and working remotely.

**The broad purpose of the occupation is to** 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 manager's work on a contract basis or for specialist organisations that deliver outsourced project work on behalf of clients.

**In their daily work, an employee in this occupation** 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.

**An employee in this occupation will be responsible for** identifying, defining, and delivering some or all the aspects of a project's lifecycle within the limits set by the project manager. Associate project managers work on their own and in a range of team settings.

They may contribute to the drafting of business cases that justify why a project is required. They will collaborate with stakeholders to negotiate and allocate project activities to members of the integrated project team.

The Associate project manager will be monitoring progress using relevant project tools and techniques and is also responsible for quality assuring work to completion. They will report on progress and adapt plans as needed.

They will apply codes of practice, legislation, and regulation in respect of the organisation's areas of operation. This will apply not only to legal and ethical responsibilities but will include the central placement of inclusion and sustainability. Associate project managers manage conflicting project and current political objectives such as net carbon zero, and risk management to influence successful outcomes.

They work within agreed budgets and available resources, and work without high levels of supervision, usually reporting to the project manager. They may occasionally be responsible for decision making, but more often will guide or influence the decisions of others.

They must also escalate project issues beyond the scope of their role or when they identify significant project risks and issues.

They analyse and incorporate lessons learned into future project management and to keep their project skills up to date.

They contribute to overall project aims in line with customer requirements.

They will understand how their role supports the wider organisation and project structure.

### Typical job titles include:

Assistant project manager 

Junior project manager 

Project support 

### Duties

**Duty 1** Support the project team in delivering the lifecycle of a project.

**Duty 2** Review, analyse, and provide feedback on a business case to ensure the project remains valid.

**Duty 3** Contribute to and deliver elements of the stakeholder engagement process to commence and progress project delivery, and collaborate with stakeholders to communicate the project plan.

**Duty 4** Develop, update, and continually review, relevant sections of the project scope document.

**Duty 5** Prepare documents or diagrams which illustrate and deliver the key milestones and stages of a project schedule.

**Duty 6** Plan the resources required to deliver a project or the activities within the project.

**Duty 7** Use quality management systems to ensure that project delivery meets legislative and local requirements.

**Duty 8** Identify and manage risks and opportunities, to drive the successful delivery of the project.

**Duty 9** Contribute to the production and presentation of the key project documents through governance to gain approval.

**Duty 10** Monitor and report on budget forecast, spend and variance.

**Duty 11** Collate, analyse, and report on data relating to project performance.

**Duty 12** Monitor performance trends and process change controls to support the management of project scope.

**Duty 13** Review the project and report on lessons learned which contribute to continuous improvement for future project delivery.

**Duty 14** Contribute to the project objectives and key performance indicators which drive and improve performance and sustainability goals.

## Apprenticeship summary

### ST0310, associate project manager level 4

This is a summary of the key things that you – the apprentice and your employer need to know about your end-point assessment (EPA). You and your employer should read the EPA plan for the full details. It has information on assessment method requirements, roles and responsibilities, and re-sits and re-takes.

### What is an end-point assessment and why it happens

An EPA is an assessment at the end of your apprenticeship. It will assess you against the knowledge, skills, and behaviours (KSBs) in the occupational standard. Your training will cover the KSBs. The EPA is your opportunity to show an independent assessor how well you can carry out the occupation you have been trained for.

Your employer will choose an end-point assessment organisation (EPAO) to deliver the EPA. Your employer and training provider should tell you what to expect and how to prepare for your EPA.

The length of the training for this apprenticeship is typically 18 months. The EPA period is typically 5 months.

The overall grades available for this apprenticeship are:

- fail
- pass
- distinction

## EPA gateway

The EPA gateway is when the EPAO checks and confirms that you have met any requirements required before you start the EPA. You will only enter the gateway when your employer says you are ready.

The gateway requirements for your EPA are:

- achieved English and mathematics qualifications in line with the apprenticeship funding rules
- for the written project report with presentation and questioning., the project's title and scope must be agreed with the EPAO and a project summary submitted
- for the professional discussion underpinned by a portfolio of evidence., you must submit a portfolio of evidence

## Assessment methods

### Project with report

You will complete a project and write a report. You will be asked to complete a project. The title and scope must be agreed with the EPAO at the gateway. The report should be a maximum of 3500 words (with a 10% tolerance).

You will have 12 weeks to complete the project and submit the report to the EPAO.

You need to prepare and give a presentation to an independent assessor. Your presentation slides and any supporting materials should be submitted at the same time as the project output. The presentation with questions will last at least 60 minutes. The independent assessor will ask at least 6 questions about the project and presentation.

### Professional discussion underpinned by a portfolio of evidence

You will have a professional discussion with an independent assessor. It will last 60 minutes. They will ask you at least 6 questions. The questions will be about certain aspects of your occupation. You need to compile a portfolio of evidence before the EPA gateway. You can use it to help answer the questions.

## Who to contact for help or more information

You should speak to your employer if you have a query that relates to your job.

You should speak to your training provider if you have any questions about your training or EPA before it starts.

You should receive detailed information and support from the EPAO before the EPA starts. You should speak to them if you have any questions about your EPA once it has started. Reasonable adjustments

If you have a disability, a physical or mental health condition or other special considerations, you may be able to have a reasonable adjustment that takes this into account. You should speak to your employer, training provider and EPAO and ask them what support you can get. The EPAO will decide if an adjustment is appropriate.

## Professional recognition

This apprenticeship aligns with Association for Project Management for Associate Membership

Please contact the professional body for more details.

## Version log

Version	Change detail	Earliest start date	Latest start date	Latest end date
1.4	Occupational standard, end-point assessment plan and funding band has been revised.	22/04/2024	Not set	Not set
1.3	The funding band for this standard has been reviewed as part of the apprenticeship funding band review. The new funding band is £6000	04/03/2019	21/04/2024	Not set
1.2	End-point assessment plan revised	16/03/2018	03/03/2019	Not set
1.1	Standard revised	08/03/2018	15/03/2018	Not set
1.0	Retired	19/08/2016	07/03/2018	Not set

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