

Associate Project Manager

Level 4

Skills Training UK is a leading independent apprenticeships training provider with a proven track record in partnering with NHS Trusts.

We are committed to helping you understand and use the opportunity of the Apprenticeship Levy to develop and deliver training which effectively supports your plans for patient-centred care and CQI.



The Associate Project Manager Level 4 Apprenticeship is for anyone that is involved in managing a project and it will help them to gain well-rounded demonstrable knowledge of effective project management.

As part of the Apprenticeship they will need to manage a project and team, using a Project Management Plan, Budget, Business Case and associated project documentation.

Candidates must have the authority and responsibility for putting forward a business case for the project, planning it, managing stakeholders and monitoring progress.

An Associate Project Manager is also likely to support, manage and develop team members, drive operational planning, resolve problems, and build relationships internally and externally.

Professional Qualification

Associate Project Managers will be able to become student members of the Association for Project Management (APM) as the first step towards professional membership. They will be eligible for progression to associate membership upon successful completion of the apprenticeship.

The APM Project Management Qualification (PMQ):

- Covers knowledge areas from the APM Body of Knowledge, including budgeting and cost management, conflict management, communication, earned value management, leadership, negotiation, procurement, sponsorship and teamwork.
- It is assessed through a 3 hour, hand written paper where candidates must answer ten from sixteen questions.

Duration

Typically this apprenticeship will take 18 to 24 months to complete.

Training and Support from Skills Training UK

Each staff member has a dedicated trainer-assessor who will visit them within the work place at least once per month in order to support their learning, development of competency and generation of evidence. The knowledge modules and professional CMI qualification will require formal teaching sessions which may take place within an appropriate area within the workplace or off site. The trainer-assessor will work with the learner and their manager in order to ensure successful progression against all elements of the apprenticeship.

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<< Eligibility

Individual employers will set their own entry requirements for their apprentices. Typically candidates will have achieved a grade C or above in at least 5 GCSEs including English and Mathematics, and hold a minimum of 120 UCAS points, or equivalent.

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the End Point Assessment.

Expected Commitment

Candidates will be required to work through a project applying the skills of project management and present this at the end of the programme.

Candidates must attend all 24 sessions through the 2 year course and agree to review learning areas to discuss and embed at each session.

Overview of type of project

The project embarked upon for must be substantive enough to engage with a variety of stakeholders, require the creation and approval of a business case, and take approximately 2 years to complete.

The project must cover the following 12 areas:

1. Project Governance
2. Stakeholder and communications management
3. Budgeting and cost control
4. Business case and benefits
5. Scope management
6. Consolidated planning
7. Schedule management
8. Risk and issue management
9. Contract management and procurement
10. Quality management
11. Resource management
12. Context

Types of projects could include:

- Renovation or moving of clinics/facilities
- Efficiency initiatives
- Changing of medical suppliers
- Amendment of patient pathways
- Upgrade of IT facilities
- Introduction of Digital Patient Records

Independent End Point Assessment

To successfully complete the apprenticeship, the learner needs to pass an independent End Point Assessment (EPA) which has several stages:

- Achievement of the APM Project Management Qualification (PMQ)
- Presentation supported by a portfolio of evidence
- Professional discussion supported by a portfolio of evidence

Evidence of Level 2 functional skills in English and Maths, or be prepared to upskill

The assessor from the EPA will then decide whether to award a Pass, Merit or a Distinction.

Professional Recognition

On completion, apprentices may choose to register as Full Members with the Association for Project Management (APM) to support their professional career development and progression.

