



Associate Project Manager Level 4

Including APM project management qualification





Associate Project Manager Level 4

Overview

The Associate Project Manager Level 4 is for people who manage or lead projects within private, public or third sector organisations. Delegates may have some experience in project management and will be driven to improve their planning, organisation, leadership and communication skills.

On completion, delegates will be able to demonstrate a range of project management skills and behaviours and knowledge.

Key responsibilities may include:

- Managing projects in terms of time, cost and quality
- Managing stakeholders
- Identifying and monitoring project risk or opportunity and planning and implementing responses
- Managing and developing team members
- Determining, controlling and managing changes to the scope of a project
- Preparing and maintaining schedules for activities aligned to project delivery

Benefits



Develops a comprehensive understanding of project management processes and associated theories



Acquire skills to create a bespoke project management experience



Grow confidence to drive operational planning



Learn project leadership skills to successfully work with teams and stakeholders



APM Project Management Qualification

Suitable for those who:

- Want to gain a greater understanding of project management
- Want to gain a nationally recognised qualification and achieve the APM Project Management Qualification (PMQ)
- Typical job roles may include; Assistant Project Manager, Junior Project Manager, Associate Project Manager and Project Team Member

Programme delivery

Programme length

15 months (on average) plus End-point Assessment (EPA).

Delivery method

Programme delivered via 1-1 facilitated learning sessions.

Remote: Eight Webinars are also included to develop the knowledge required to achieve the APM Project Management Qualification.

Blended learning

Facilitated learning: Delegate's complete learning sessions with their management development coach every 4-6 weeks.

Self-study: Delegates are expected to carry out self-study using Lifetime's online learning platform.

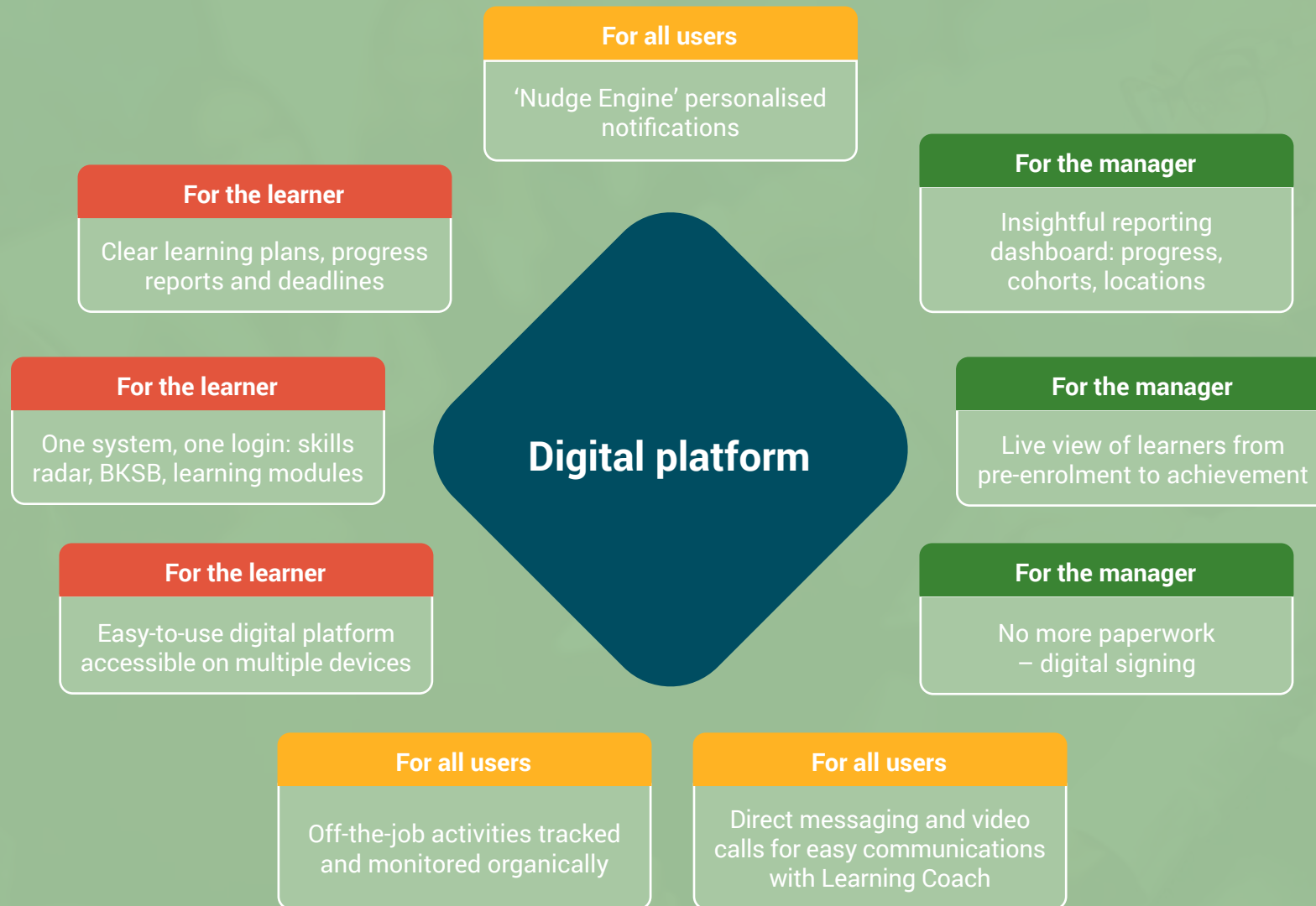
Virtual sessions: Carried out between the delegate and their Lifetime management development coach.

Contact: Delegates have access to their Lifetime management development coach via email, phone and online learning platform.

Practice assessments: Delegates will complete practice and mock assessments at agreed milestones across the programme.



Blended delivery through Lifetime's online learning platform



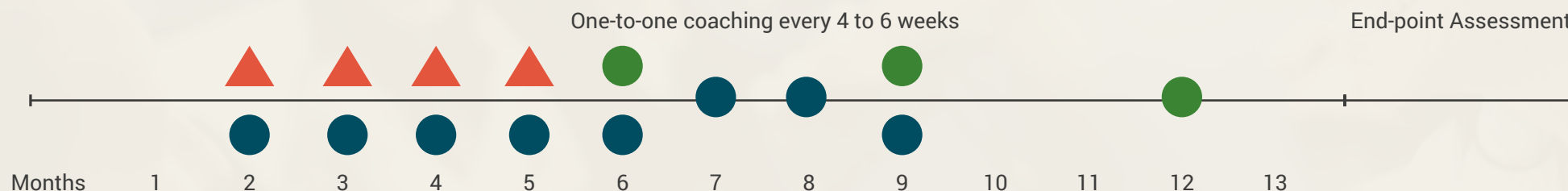
Delivery model



Associate Project Manager Level 4

Lifetime's Learning Coaches have worked across several different sectors, bringing with them a wealth of specialist Project Manager knowledge and experience to the Level 4 programme.

Coaches ensure each learner experience is situational and unique. Using a skills radar tool at both the start and throughout the programme, coaches support learners with tailored knowledge, advice and guidance.



Functional Skills Days

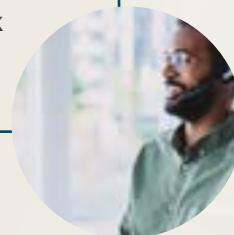
Functional Skills delivered by specialist tutor either remote or face to face.

- This is a unique opportunity for learners from different sectors and organisations to network, share best practices and learn from each other.



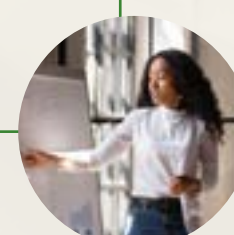
APM Webinars

- Interactive webinars that engage learners with training content.
- Tailored support from the Project Manager Coach for learners to gain essential tips and advice on how to best approach and complete assessments.
- Regular opportunities to network and maintain relationships with the rest of the cohort.



Practice Assessment

- Functional skills initial assessment & diagnostic.
- Employer skills endorsement check.
- End-point Assessment practice and APM exam practice.



The APM certificate



Internationally recognised qualification, transferable across industries



86% of delegates taking an APM qualification enjoyed greater project success as a result



Delegates gain understanding as to how projects fit into the employer's strategic and commercial development



Supports employers to achieve a competitive advantage and improved project delivery



Provides a step for delegates to work towards becoming a Chartered Project Manager

Student membership with APM is available for delegates undertaking the apprenticeship to support learning and expand knowledge:

- Access to an online community designed for individual members of APM
- Receive preferential rates on APM publications and conferences
- Access to digital resources to deepen knowledge across a broad range of topics



Programme modules

The delivery model is broken down in the following topics:

1. Personal Development

2. Leadership

3. Project Management

4. Governance

5. Stakeholder and Communications Management

6. Resource Management

7. Business Case and Project Finance

8. Scope and Quality Management

9. Risk and Issue Management

10. Consolidated Planning and Schedule Management

11. Contract Management and Procurement



Programme module breakdown



Personal Effectiveness

- Self Awareness
- Equality, Diversity and Inclusion
- Prioritising Workload
- Creating a Personal Development Plan



Leadership

- Vision, Values, Strategy and Operations
- Leadership Styles and Qualities
- Motivate and Inspire Others
- Effective Teams and Teamwork



Project Management

- What is Project Management?
- Project Management in Context
- Project Management Models
- Project Lifecycles



Governance

- What is Governance?
- Organisational Structures
- Project Roles, Responsibilities and Functions
- Project Management Plan



Business Case and Project Finance

- Preparing a Project Business Case
- Achieving a Business Case
- Project Finance
- Budgeting within Projects



Stakeholder and Communications Management

- Stakeholder Analysis
- Managing Stakeholders
- Project Communications Plan
- Communications in Projects

Programme module breakdown



Scope and Quality Management

- Defining and Evaluating Scope
- Change Control Process
- Managing Project Quality
- Quality Control



Risk and Issue Management

- What is Risk Management?
- The Risk Management Plan
- Risk Management Methods
- Mitigating Risk



Resource Management

- Managing Resources
- Resources in the Lifecycle Schedule
- Smoothing and Levelling
- Resource Commitment



Consolidated Planning and Schedule Management

- Consolidated Plans
- Scheduling Tools
- Estimating Tools
- Schedule Management Metrics



Contract Management and Procurement

- Contract Management
- Procurement Process
- Implications of Using Contracts
- Legal and Ethical Requirements

Learn, share and apply

– example resources

Interactive activities



Audio



Interactive worksheets



Video



Pre-enrolment activities

1. Eligibility Call

Establishes whether the delegate meets the eligibility criteria for an apprenticeship:

- UK/EU Resident for 3 years
- Not currently a student in funded learning
- Hasn't completed a similar qualification at same level or above

2. Initial Assessments

Complete initial assessments for maths and English and Cognassist assessment. Delegates will need to achieve Level 2 Functional Skills in maths and English or hold equivalent GCSE grade A to C prior to End-point Assessment

4. Sign Up Appointment Booked

Cohort date is confirmed and first visit is scheduled in

3. Pre-enrolment Activity

Consisting of:

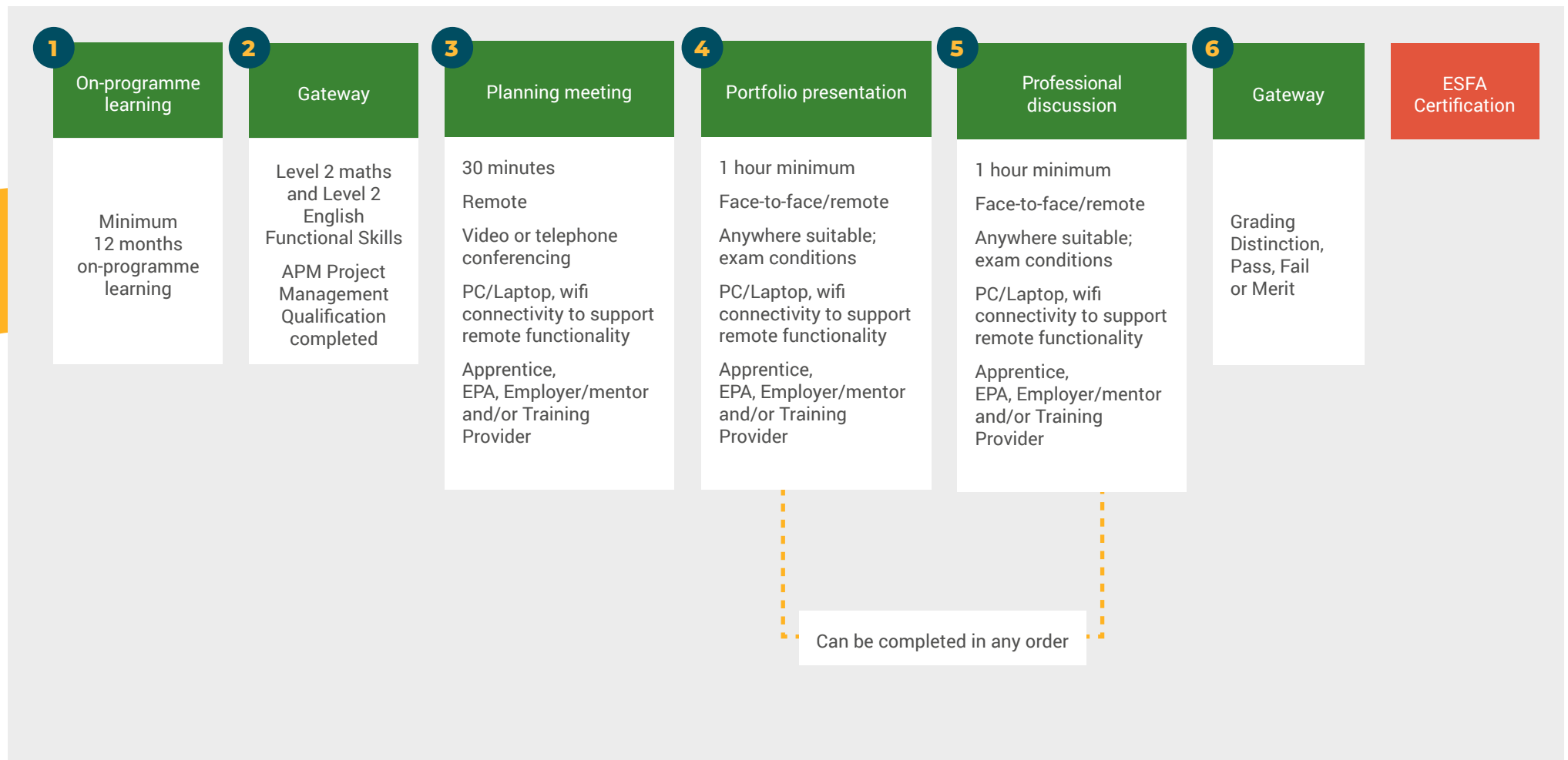
- Personal statement (circa 500 words)
 - Pre-assignment activity



End-point Assessment (EPA)




End-point Assessment journey





**Thanks for
your time.**

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 www.lifetimetraining.co.uk/contact-us

