



Associate Project Manager  
Level 4



# Overview

## Apprenticeship:

## Associate Project Manager

**Qualification:** Level 4

**Duration:** 18-24 months

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.



### Type of job roles the programme is for

- Project Assistant
- Junior Project Manager
- Contract Manager
- Project Team Leader

### Qualifications

- PMQ Certificate
- Functional Skills in Maths
- Functional Skills in English

### Progression opportunities

- Operations/Departmental Manager Level 5
- Chartered Manager Degree Apprenticeship Level 6

### Core competencies

- Influencing people
- Negotiating skills
- Managing conflict
- Active listening
- Workload organisation
- Leadership

# Training Process

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- New learners are assessed by a Skills Coach to ensure their suitability for the programme
- After this, they will complete an initial assessment and scoping to identify areas of improvement and development goals
- An apprenticeship induction is then held for new learners, where they will be introduced to the schedule of study

### Modules

Ongoing Skills Development Coach Support

#### 1 - APM

- Classroom: 6 x 1 day

#### 2 - Soft Skills Communication

- Classroom: 1 day

#### 3 - Soft Skills Negotiation

- Classroom: 1 day

#### 4 - Soft Skills Negotiation

- Classroom: 1 day

#### 5 - Soft Skills Leadership

- Classroom: 1 day

#### 6 - Soft Skills Finance

- Classroom: 1 day

#### 7 - Soft Skills Teamwork

- Classroom: 1 day

### Gateway

- 18 months

### Assessment

- 18-24 months

# Pathway

**Apprenticeship:**  
**Associate Project Manager**

There is a clear GC Education & Skills career pathway for the apprentice once they've completed the Level 4 Associate Project Manager course.

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**Duration:** 18-24 months

## Management Apprenticeship Routes

**Level 3**

Team Leader/Supervisor Level 3

**Level 4**

Associate Project Manager Level 4

**Level 6**

Chartered Manager Level 6