



**Associate Project
Manager**
Level 4

Seetec
OUTSOURCE



Associate Project Manager

Programme overview

Level: 4

Duration: Approximately 15 months
(+3 months for end-point assessment)

Who is the programme suited to?

This programme would suit individuals who need to develop a range of project management skills to ensure successful project outcomes. Projects can be large or small, and delivered within different contexts across diverse industry sectors.

Associate project managers will develop important planning, organisation, leadership, management and communication skills. They will determine what needs to be achieved, how it will be achieved, how long it will take and how much it will cost, and will work with the project team to achieve the required outcomes.

TYPICAL JOB ROLES

- Assistant project manager
- Junior project manager
- Project team leader
- Project management support
- Implementation manager



Key learning outcomes

Knowledge

- Project governance
- Project stakeholder management
- Project communication
- Project leadership
- Consolidated planning
- Budgeting and cost control
- Business case and benefits management
- Project scope and schedule
- Resource management
- Project risk and issue management
- Contract management and procurement
- Project quality and context

Skills

- Project monitoring and reporting
- Managing stakeholders, conflicts and negotiations
- Developing and agreeing project budgets
- Monitoring forecast against actual costs
- Preparing or maintaining a business case
- Determining, controlling and managing changes to the scope of a project
- Consolidating and documenting the fundamental components of a project
- Preparing and maintaining activity schedules aligned to project delivery
- Responding to and managing issues within a defined governance structure
- Facilitating a procurement process
- Developing a quality management plan
- Acquiring and managing resources

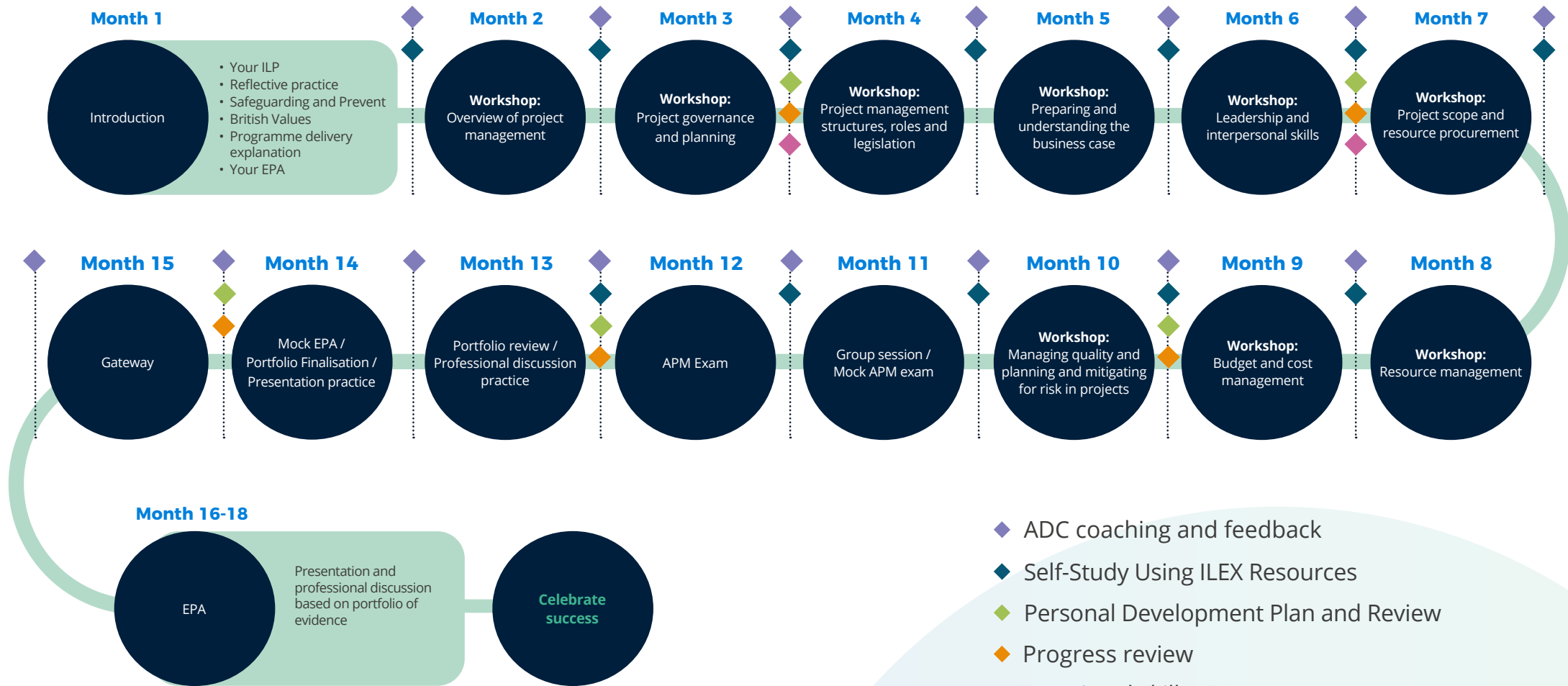
Behaviours

- Collaboration and teamwork
- Demonstrates leadership
- Effective and appropriate communication
- Demonstrates commitment to achieving results
- Models high standards of integrity, ethics, compliance and professionalism

This programme includes a mandatory **Association for Project Management (APM) Project Management Qualification**

Learner journey

This is an example learner journey and the timeline for completion may vary. The apprenticeship development coach (ADC) and the employer will agree when the learner is ready to be submitted to gateway for end point assessment (EPA).





Programme delivery

Apprentices follow a personalised learning plan tailored to their organisation and role. Supported by an experienced development coach, they undertake a range of 'blended learning' activities that can usually be completed in the workplace.

Blended learning activities could include:

- Facilitated workshops
- E-learning
- 1-2-1 coaching
- Self-directed learning
- Collaborative learning
- Research
- Industry visits
- Work shadowing
- Mentoring
- Assignments

All apprentices need to demonstrate that they have achieved a level 2 or above in English and maths before they can proceed to end-point assessment.

Learners who have not yet achieved a level 2 (or equivalent) in English and maths will be supported by a functional skills tutor to ensure they meet the minimum requirements for certification.

Why Seetec Outsource?

Part of the employee-owned Seetec group, we're one of the UK's leading providers of employment and training. We have more than 35 years' experience helping businesses and individuals to unlock potential through high-quality apprenticeships, skills training and work-based learning programmes across a range of sectors and occupations.

Our approach is consultative and we aim to be partners in our clients' success. We work closely with employers to gain an understanding of organisational objectives and workforce learning and development needs, helping them to select the right training solutions for their business. We then design and deliver programmes tailored to the needs of the organisation and the learners we support, with a focus on ensuring programme outcomes can be evidenced through improved practice in the workplace.

We also bring an energy and positive attitude that stems from our employee-owned status. Every Seetec colleague is encouraged to innovate, strive for excellence and take responsibility for their overall contribution to the business. These are values that we instil throughout our work.

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