

Associate Project Manager

Associate project managers need good planning, organisation, leadership, management and communication skills. An associate project manager utilises resources with suitable skills, qualifications, experience and knowledge to work together in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities.

This apprenticeship has been designed to embed the essential knowledge, skills and behaviours required by individuals when project management forms a significant part of their role.



Duration:
12 Month Programme



Minimum Entry Requirements:
Typically, these are GCSE Maths and English at Grade C or above.



Maths and English:
Learners without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment. It is our aim at WDR to provide opportunities for our learners to improve their skills in English and mathematics, embedding these skills so that they are developed and applied as an integral part of your study

Course Overview

During the programme you will be required to spend 20% of your time at work on off-the-job learning. This will include workshops, virtual learning, research, workplace challenges and reflection. This innovative programme is designed so you can easily fit your learning around your day job. Using our online learning portal, you will be able to access your learning anytime and anywhere, so you get high-quality content and development on the go.

Benefits

Upon successful completion of this programme, you will:

- Develop your technical skills to best practice approaches.
- Enhance your confidence and credibility.
- Gain transferable skills for use throughout your career.
- Achieve a nationally recognised Level 4 Project Management Apprenticeship Standard.
- Achieve an internationally recognised IPMA Level D professional qualification.
- Be eligible for APM membership (Association for Project Management.)

Course Content



Managing Self and Personal effectiveness:

Through focusing on your professional and personal potential, you will learn how to manage yourself more effectively by making positive and powerful changes to your current ways of thinking, being and doing.



Foundation Skills:

In day-to-day objectives we are required to be organised in delivering results. This module focusses on the foundation skills that will enable you to apply project thinking to everyday tasks to maximise your effectiveness and make efficient use of your time.

Project Skills:



You'll learn how to apply all the fundamental aspects of project management, from preparing the business case and determining the scope of the project, through to the importance of project governance and how it can control and manage the successful delivery of projects. You will learn how vital effective communication is across any project's lifespan and how to use the influencing and negotiation skills that are key to facilitating effective stakeholder management and team. You will learn how to manage resources including budgeting and cost control and learn best practice in all aspects of the project planning cycle and change control process.

APM PMQ Qualification:



By completing this module, you will attain a nationally recognised APM PMQ qualification demonstrating the knowledge required to contribute to small and large scale projects.

How will you be assessed?

Towards the end of the programme, you, your manager and WDR will decide together if you are ready for assessment. The assessment is then undertaken by a separate End Point Assessor organisation, chosen by your employer. The tutors at WDR will provide you with lots of support in preparing for the assessment. The assessment consists of two separate elements:



Presentation (50%)

A presentation supported by a portfolio of evidence.



Discussion (50%)

A one hour professional discussion.

Learning Portal

Our learning portal makes it easy to accumulate the evidence required by this stage. Throughout the programme, simply upload whatever documents, photos, or videos demonstrate your understanding and competence. Completing the self-reflective practices, regularly reviewing your learning with your cohort coach and undertaking set practice assessments will help ensure you are ready for this stage.

Apply for this course.

Apply for this course and ask any questions you may have by getting in touch with us via the contact methods below. You can also find information about this course and all of our other courses at our website, www.wdr.co.uk.

 01403 268251

 info@wdr.co.uk

 WDR Ltd, Park Lodge, 60 London Road, Horsham, West Sussex, RH12 1AY