



North Tyneside Council

# Associate Project Manager Apprenticeship

## Enrolment Requirements

For more information or to apply ring (0191) 643 2288  
or to apply online go to [www.northtyneside.gov.uk/ala](http://www.northtyneside.gov.uk/ala)

In order to enrol on this apprenticeship, you **must** be in paid employment in a project management role, which allows you the opportunity to meet the full requirements of the level 4 apprenticeship. Your role **must** allow you to plan, develop, implement, oversee and manage projects. To qualify for entry onto this apprenticeship you will already hold GCSE English and maths, A levels or equivalent level 3 vocational qualifications in a related subject and have at least 12 months experience in a relevant role.

If you do not already have GCSE English and maths qualifications, you will be required to achieve both qualifications during your apprenticeship by attending weekly sessions at one of our centres until completed. You will be assessed before starting the programme to ensure the above qualifications can be achieved within the time frame of your programme.

## What will I learn on this course?

You will learn knowledge, behaviours and skills through blended learning, consisting of group training sessions, digital learning and tutorials carried out in the workplace.

- With coaching and support from your employer and your tutor, you will apply the knowledge, behaviours and skills to your organisation's standards and to your specific role to meet the requirements of the apprenticeship.
- You will require an allocation of 20% off the job training time to enable you to complete coursework and assignments.
- You will develop knowledge about stakeholder governance, project planning, project leadership and communication, scope, schedule and risk management, contracts and procurement processes, budgeting and quality assurance processes.
- At the 20 – 22 month stage of your programme you will be prepared for the apprenticeship Gateway and End Point Assessment. This will involve a 2-week intensive period of study, revision and tutorials with your assigned tutor.
- As part of your end point assessment, you will give a presentation based on your portfolio of evidence and take part in a professional discussion
- You will be required to achieve the APM Project Management qualification at level 4 which is assessed through 2 assignments, portfolio of evidence based on work

practice and one externally set and marked exam. You will need to achieve this before 20 months.

More information can be found here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/associate-project-manager/>

### Assessment

### End Point Assessment Centre: City & Guilds

Your knowledge, skills and behaviours will be assessed at the end of your apprenticeship, by achievement of the APM qualification, a professional discussion and presentation of work.

### Course Length

The Higher Advanced Apprenticeship in Associate Project Management is completed within 24 months so you must be employed for this time.

### Attendance

You will be working in a project based environment, receiving on the job coaching and training in the workplace and will attend the training centre for fortnightly training sessions in project management and, if required, weekly sessions in functional skills. You will be using digital learning materials and will be required to complete tasks and upload these to your e-portfolio, during allocated off the job training. This training will all be during your contracted hours of work.

### What else do I need to know?

The course will extend your knowledge, skills and abilities, which in turn will enhance your career prospects enabling you to be a valuable part of any business. All training materials will be provided at the training centre.

### What could I do next?

You could move on to an Improvement Specialist apprenticeship.