Haddon Training



Level 4 **Associate Project Manager**

This advanced qualification enables individuals to contribute to the successful delivery of projects across a wide range of sectors, supporting the planning, resourcing, scheduling, and monitoring of activities to ensure objectives and benefits are achieved. Participants will learn to use project management tools and techniques to build confidence in stakeholder engagement, communication, problem solving, risk management, and decision making. They will also develop knowledge of budgeting, governance, compliance, sustainability, and organisational strategy to achieve their goals through effective project delivery.

An Associate Project Manager will acquire a diverse set of competencies, including:

Knowledge Development

- The differences and benefits between linear, iterative and hybrid life cycle approaches
- Methods used to define, record, integrate, deliver, and manage scope
- The principles of earned value management (EVM) and the interpretation of EVM information
- Project scheduling and maintenance, including critical path analysis
- Procurement strategies and processes that are both ethical and sustainable

Skills Enrichment

- Use project monitoring and reporting techniques to track, interpret and report on performance
- Resolve conflict as and when required with stakeholders within limits of responsibility
- Apply change control processes to support the management of project scope
- Identify and monitor project risks and issues; and plan and implement responses to them
- Deliver a Quality Management Plan which contributes to quality control processes
- Provide underpinning data to support the written submission through the governance process

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Functional Skills

Maths and English qualifications are an integral element of the apprenticeship standards.

These are implemented by Haddon Training's dedicated Functional Skills team and will be delivered either as individual or group sessions, depending on the learner's requirements. Functional Skills in maths and English for those aged 16-18 years old are a mandatory part of apprenticeships in England unless learners already hold a qualification in these areas at the required level. For learners aged 19 and over, Functional Skills are optional.

Functional Skills	
Learners will need to complete:	
English	Level 2
Maths	Level 2

Qualification Overview

To achieve the Level 4 Associate Project Manager qualification, the learner must complete:

- All mandatory modules.
- All core behaviours.
- The Apprenticeship Assessment, in which all components must be passed.

The apprenticeship is awarded through the successful completion of an Apprenticeship Assessment. This consists of:

- A comprehensive written project report outlining a completed project; from scope and schedule to outcomes and conclusions.
- A presentation covering an overview of the project scope, delivery, tasks and outcomes, followed by a Q & A session with an independent Assessor.

The qualification will take a minimum of 15 months to complete (plus 3 months to complete assessment), dependent on a learner's prior knowledge and skills recorded on a skill scan and individual learning plan.

Mandatory Modules Overview

Knowledge and skills outline
Support the project team in delivering the lifecycle of a project
Review, analyse, and provide feedback on a business case to ensure the project remains valid
Contribute to and deliver elements of the stakeholder engagement process to commence and progress project delivery, and collaborate to communicate the project plan
Develop, update, and continually review, relevant sections of the project scope document
Prepare documents which illustrate the key stages of a project schedule
Plan the resources required to deliver a project
Use quality management systems to ensure project delivery meets legislative and local requirements
Identify and manage risks and opportunities

Mandatory Modules Overview continued

Knowledge and skills outline
Contribute to the production and presentation of the key project documents through governance to gain approval
Monitor and report on budget forecast, spend and variance
Collate, analyse, and report on data relating to performance
Monitor performance trends and process change controls
Review the project and report on lessons learned for continuous improvement
Contribute to the project objectives and key performance indicators

Core Behaviours

Personal and employability skills
Works flexibly and adapts to circumstances
Works collaboratively and builds strong relationships with others across the organisation and external stakeholders
Has accountability and ownership of their tasks and workload
Operates professionally with integrity and confidentiality
Seeks learning opportunities and continuous professional development

For an in-depth view of the knowledge, skills, behaviours for the apprenticeship, please visit: https://ht.haddontraining.co.uk/AssociateProjectManager

*Please note employers will be assessed before the qualification commences to ensure that they can meet the requirements of any chosen pathway listed above. Please discuss your options further with our team to find out more.

Progression

For those in a suitable role, there are further options available outside of Haddon Training, including:

- Project and Programme Management

Upon completion, the qualification aligns with the Association for Project Management, for Associate Membership. Please contact the professional body for more details.