

L4

> Apprenticeship



DIGITAL
Skills Solutions

ASSOCIATE PROJECT MANAGER

*Managing project work
and teams for businesses
and other organisations.*

> **Duration**

24 months.

> **Route**

Business and administration

THE ROLE

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.

FOR MORE INFORMATION, CONTACT US

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e. apprenticeships@digitalskillsuk.com
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1-9 Romford Rd, London E15 4LJ



92%

of our apprentices gain full-time employment



Roles/occupations may include:

- > Assistant project manager
- > Project Team Leader
- > Junior Project Manager
- > Project Manager



Key responsibilities are likely to include:

- > Project communication
- > Budgeting and cost control
- > Contributing to the preparation or maintenance of a business case including achieving required outcomes
- > Preparing and maintaining schedules for activities aligned to project delivery
- > Promotes the wider public good in all actions, acting in a morally, legally and socially appropriate manner



Progression

- > Upon commencement, apprentices may become student members of the Association for Project Management (APM) as the first step of professional membership. Apprentices will be eligible for progression to associate membership upon successful completion of the apprenticeship. Full membership can be attained through further experience and professional development



Entry requirements

- > The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher, including English and Mathematics, and hold a minimum of 48 UCAS points, or equivalent.



Application process

To find out more or speak to us about vacancies, please [CONTACT US](#)

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Key qualities:

- > good planning,
- > organisation,
- > leadership,
- > management,
- > communication skills,
- > coaching and mentoring.

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