Training Qualifications UK

TQUK Level 4 End-Point Assessment for ST0310 **Associate Project Manager** V1.3

Qualification Number: 610/0996/9

Standard Specification

Contents

Key Information 3

Apprenticeship Summary 4

- Overview of the Role
- Occupation
- Typical Job Titles
- Link to Professional Registration

Assessment Methods 5

- Assessment Order
- EPA Window
- Gateway Considerations
- Five-Point Rating Scale

Portfolio of Evidence 6

- Portfolio of Evidence Overview
- Mapping of Learning Areas

Professional Discussion 10

- Assessment Overview
- Grading

Presentation 11

- Assessment Overview
- Grading

Overall Grading 12

Resits and Retakes 12

Appeals 12

Key Information

Reference:	ST0310
Version:	V1.3
Level:	4
Typical duration to gateway:	24 months (this does not include EPA period)
Typical EPA period:	No window is prescribed
Maximum funding:	£6,000
Route:	Business and administration
Approved for delivery:	19 August 2016
Date updated:	22/04/2022
Lars code:	128
EQA provider:	Ofqual
Review:	This apprenticeship standard will be reviewed after 3 years following approval
Qualification Number	610/0996/9

A temporary dispensation has been applied to the ST0310 version 1.3 end-point assessment plan for this apprenticeship. The dispensation will last from 19 April 2024 to 30 September 2025 but may be withdrawn if the dispensation is no longer necessary.

The key changes are:

- **Apprentices cannot opt-out of undertaking the APM Project Management Qualification (PMQ) exam as it is still mandated within version 1.3 of this standard. However, apprentices who are ready for gateway that have attempted, but not yet passed, the PMQ exam are permitted to enter gateway and proceed to end-point assessment (EPA). These apprentices can sit their EPA and pass their apprenticeship without having attained the PMQ.**
- **Training providers must provide written evidence at gateway that apprentices have been booked in for their PMQ exam/resit before they move forward with the EPA.**
- **End-point assessment organisations cannot withhold the apprenticeship certificate for apprentices who have sat their EPA, undertaken their PMQ exam and not yet passed or not received their PMQ result.**

Apprenticeship Summary

Overview of the Role

Managing project work and teams for businesses and other organisations.

Occupation

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. 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. Dependent upon the size of the organisations and the complexity of projects, Associate Project Managers' job titles will vary, but typically they can include: Assistant Project Manager, Junior Project Manager, or Project Team Leader. Some organisations use 'Project Manager' as a generic job title.

Typical Job Titles

Assistant Project Manager, Junior Project Manager and Project Team Leader.

Link to Professional Registration

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.

Assessment Methods

This end-point assessment (EPA) for this standard consists of two assessment methods:

- Presentation
- Professional discussion

Assessment Order

The assessment methods can be delivered in either order.

EPA Window

No window is prescribed for this standard.

Gateway Considerations

Before the apprentice can start their EPA, the training provider is required to upload the following:

- photo ID
- portfolio of evidence
- IPMA Level D Qualification OR Level 4 APM Project Management Qualification (see temporary dispensation information).

At gateway, the training provider is also requested sign a declaration to confirm that the English and maths requirements have been met in line with the funding rules.

Five-Point Rating Scale

The five-point rating scale shown below will be used in all components of the end-point assessment.

In this rating scale, meeting the standard implies meeting the relevant knowledge, skills and/or behavioural requirements for the specific work function.

1	2	3	4	5
Significant gaps in the apprentice's ability to meet the standard	Minor gaps in the apprentice's ability	Apprentice fully meets the standard	Apprentice fully meets the standard in all areas	Apprentice consistently exceeds the standard in most areas

Portfolio of Evidence

Portfolio of Evidence Overview

The portfolio of evidence is a substantial written submission that the apprentice will complete while on-programme and will submit at gateway. It provides the apprentice with an opportunity to demonstrate the skills, knowledge and behaviours required of them in their day-to-day work.

The evidence within the portfolio will support **both** the presentation and professional discussion assessments. This is not directly assessed but will be reviewed by the End-Point Assessor to prepare for the assessments.

There are **17 areas of learning** included within this apprenticeship standard, which are detailed in the table below. Before the apprentice begins to collate evidence for their portfolio, they should agree with their employer and On-Programme Assessor which **15 areas they will include**. Of these, they will also decide which **5 will be the focus of their presentation**. The remaining **10 will be the focus of their professional discussion**.

When planning the apprentice's work, their employer should ensure that the apprentice is involved in projects with a broad enough scope to address the chosen learning areas, and that the apprentice will be able to evidence the relevant skills, knowledge and behaviours expected.

The employer and On-Programme Assessor are responsible (where appropriate) for helping guide the apprentice in choosing appropriate evidence for their portfolio. The training provider will provide a framework for the portfolio and provide initial guidance on how to assemble evidence.

The portfolio will need to include self-assessments and achievement logs completed by the apprentice as part of regular performance management with their line manager, as well as any relevant supporting documents.

The apprentice must submit the portfolio of evidence typically **two weeks in advance** of the date of the presentation and professional discussion, to allow the End-Point Assessor to review its contents to prepare for the assessments.

Mapping of Learning Areas

Learning Area	Outcome
1. Governance	**Knowledge:** Policies, regulations, functions, processes, procedures, reporting and responsibilities. Different types of organisational structures and responsibilities, functions and project phases on different types of projects. How governance can control and manage the successful delivery of projects. **Skills:** Project monitoring and reporting cycle to track, assess and interpret performance by the application of progress monitoring techniques to analyse status and manage information flows.
2. Stakeholder and communications management	**Knowledge:** Stakeholders, their perspectives, different interests and levels of influence upon project outcomes, key contexts of a project communication plan, its effectiveness in managing different stakeholders. Factors which can affect communications. **Skills:** Managing stakeholders, taking account of their levels of influence and particular interests. Manage conflicts and negotiations. Communicate to a variety of different audiences. Contribute to negotiations relating to project objectives.
3. Budgeting and cost control	**Knowledge:** Funding, estimating, overheads; direct costs, indirect costs, fixed costs, variable costs and an overall budget for a project, Tracking systems for actual costs, accruals and committed costs; structures alternative cost breakdowns to provide graphical representations and performance management. **Skills:** Develop and agree budgets for projects, monitoring forecast and actual costs against them and controlling changes. Support funding submissions. Tracking systems for actual costs, accruals and committed costs; structures for alternative cost breakdowns.
4. Business case and benefits	**Knowledge:** How required outcomes will be delivered to meet the business case. **Skills:** Contribute to the preparation or maintenance of a business case including achieving required outcomes
5. Scope management	**Knowledge:** Requirements management and evaluation of alternative methods to learn from the past to improve delivery. Change control of project scope and management of baseline changes; applying configuration management. **Skills:** Determine, control and manage changes to the scope of a project, including assumptions, dependencies and constraints.
6. Consolidated planning	**Knowledge:** Purpose and formats for consolidated plans to support overall management, taking account of previous lessons learnt and how these plans balance the fundamental components of scope, schedule, resources, budgets, risks and quality requirements. **Skills:** Consolidate and document the fundamental components of projects. Monitors progress against the consolidated plan and refines as appropriate, implementing the change control process where relevant.

7. Schedule management	**Knowledge:** Scheduling and estimating for project activities including how they can be quality assessed. Progress monitoring and metrics to assess work performed against the schedules. Schedule management methods to evaluate and revise activities to improve confidence in delivery. **Skills:** Prepare and maintain schedules for project activities aligned to project delivery.
8. Risk and issue management	**Knowledge:** The need for and implementation of a risk management plan. Risk management methods and techniques to identify and prioritise threats or opportunities, establish appropriate mitigation actions to minimise risk impacts and optimise opportunities. **Skills:** Identify and monitor project risk plan and implement responses to them, contribute to a risk management plan. Respond to and manage issues within a defined governance structure.
9. Contract management and procurement	**Knowledge:** Nature of contracts and the implications for the contracting organisations; a procurement process, the legal and ethical means for managing contracts. **Skills:** Contribute to a procurement process, contribute to the definition of contractual agreements and contribute to managing a contract.
10. Quality management	**Knowledge:** Quality management processes, assurance and improvements. Outcomes of a quality management plan, metrics for processes and quality standards. **Skills:** Contribute to the development of a quality management plan, manage project assurance, and contribute to project peer reviews. Utilise an organisation's continual improvement process including lessons learned.
11. Resource management	**Knowledge:** Resource analysis, allocation and commitment acceptance. **Skills:** Develop resource management plans for project activities, acquire and manage resources including commitment acceptance. Monitor progress against plans.
12. Context	**Knowledge:** The different contexts in which projects can be delivered, including health, safety, and environmental management. The interdependencies between project(s), programme(s) and portfolio management. Phases within the project and key review points, across project life cycles. **Skills:** Apply project management skills in the context of their organisation.
13. Collaboration and team work	**Behaviour:** Understands and is effective in their role as part of an integrated team.
14. Leadership	**Knowledge:** The vision, values and objectives of the project and its links to strategic objectives; the ways in which these can be effectively communicated and reinforced to team members and stakeholders. Leadership styles, qualities and the importance of motivation on team performance. The characteristics of the working environment which encourages and sustains high performance. **Behaviour:** Communicates direction, and supports the vision for project delivery

15. Communication	**Behaviour:** Working effectively with and influencing others, taking account of diversity and equality.
16. Drive for results	**Behaviour:** Demonstrates a clear commitment to achieving results, and improving performance.
17. Integrity, ethics, compliance and professionalism	**Behaviour:** Promote the wider public good in all actions, acting in a morally, legally and socially appropriate manner. Promotes and models the highest standards of professional conduct, ethics and trust.

Professional Discussion

Assessment Overview

10 learning areas from the portfolio of evidence will be the focus of the professional discussion.

The portfolio will have been evaluated prior to the professional discussion, with questions developed to test the apprentice's understanding.

The presentation and professional discussion will take **a minimum of at least one hour**.

Grading

The End-Point Assessor will be responsible for the apprentice's final grading.

The five-point rating scale will be used in all components of the end-point assessment.

The professional discussion is supported by the portfolio of evidence. Each of the 10 learning areas selected for assessment will be **scored out of five, to give a total score out of 50**.

This score counts towards the final grade of a pass, merit or distinction. If the pass criteria are not met, this assessment will be graded as a fail.

The weighting for this assessment component is **66.6%**.

Presentation

Assessment Overview

Five learning areas from the portfolio of evidence will be the focus of the presentation.

The portfolio will have been evaluated prior to the presentation, with questions developed to test the apprentice's understanding.

The presentation and professional discussion will take **a minimum of at least one hour**.

The apprentice's presentation will be based on their portfolio of evidence, for each learning area, enabling them to demonstrate skills retention. It will also provide a means of ensuring that the work completed by the apprentice is their own.

Grading

The End-Point Assessor will be responsible for the apprentice's final grading.

The five-point rating scale will be used in all components of the end-point assessment.

The presentation is supported by the portfolio of evidence. Each of the five learning areas selected for assessment will be **scored out of five, to give a total score out of 25**.

This counts towards the final grade of a pass, merit or distinction. If the pass criteria is not met, this assessment will be graded as a fail.

The weighting for this assessment component is **33.3%**

Overall Grading

The total scores for both the presentation (25) and the professional discussion (50) will be added together to give an overall total score out of 75. For an apprentice to fully meet the standard they must achieve a **minimum score of 45 out of 75 (60%)**.

A fail in any assessment component will result in a fail overall.

The apprentice's final grade will be determined according to the following:

Total Points	Overall Grade
>44	Fail
45-55	Pass
56-65	Merit
66-75	Distinction

Resits and Retakes

Apprentices who fail the end-point assessment will be offered the opportunity of a resit/retake. Resits/retakes are not offered to apprentices who pass and wish to attempt to achieve a higher grade. A resit does not require further learning, whereas a retake does.

The apprentice's employer must agree that a resit/retake is an appropriate course of action. They should have a supportive action plan in place to help them prepare.

In the case of a resit/retake, the full range of grades will be available to the apprentice.

Appeals

Training Qualifications UK's Appeals Policy, including time frames, can be found here.