

Level 4 Associate Project Manager

University of Cambridge – Programme Overview April 2020

Provek Ltd 01635 524610 provek.co.uk

Agenda

Overview of the programme Changes to the programme during Covid-19 Is it right for me? Line manager role and responsibilities About Provek Questions



What is the Associate Project Manager programme?

- Designed to develop and nurture wellrounded, technically proficient project managers.
- Technical training, one-to-one coaching and workplace application.
- By the end of the programme you will be confident applying best practice tools and techniques.
- You will learn a set of core competencies which can be applied across many industries.
- Skills become embedded developing confidence and competence.
- Achieve the APM PMQ qualification and Level 4 Associate Project Manager standard.





Our trainers

 At the heart of the programme is the pairing of every participant with a personal trainer.

DLU/

- Experience one-to-one coaching, normally only experienced by C-suite.
- Hugely credible, experienced project and programme managers.



Organisations running our Associate Project Manager programme





Programme structure – launch end of June





Virtual workshops

- 9 days of classroom workshops will be delivered over Zoom video conference in the short – medium term.
- Simulates very closely a classroom learning environment.
- Allows you to learn using a powerful combination of video, virtual whiteboards and breakout rooms for small-group exercises.
- Highly interactive.
- Internal SMEs invited to present on key topics.









Aligning skills to industry best practice

Unit 1 Unit 2

Unit 3

Leadership, teamwork, professionalism, ethics Vision, values and objectives

- Effective communication
- Leadership styles
- Motivation and trust
- Project teams and rules

The project lifecycle

Effective project roles

Professional conduct and ethics

Context and governance of projects

Projects, programme and portfolios

Project management processes

Organisational responsibilities



Scope management & scheduling

- **Requirements management**
- Scope definition
- Scheduling and estimating
- Change control and configuration management
- Monitoring and forecasting
- Lessons learned

Resource management, budgeting & control

- Resource analysis
- Resource allocation and commitment acceptance
- Cost types
- Cost tracking systems
- Performance management
- Graphically representing performance

Project reviews

- Stakeholders and their perspectives
- Communication planning
- Effective communications
- Managing conflicting priorities
- Business cases
- Consolidated planning

Business cases, plans, stakeholders, communication

Unit 6

Unit 5

Risk, contracts & quality

- Risk management planning
- Managing risks and opportunities
- The procurement process
- Contracts and contracting
- Quality management planning
- Quality assurance and control





Time allocation

- 9 days of classroom workshops with other project management colleagues
- 11 x one hour of one-to-one coaching
- 4 hours per week completing guided self-learning
- 4 hours of a working week putting new skills and knowledge into practice in the workplace
- You may need more study time depending on your level of experience.





On the job learning

- Using new tools and techniques on projects you are currently working on.
- Important to look ahead, work with your line manager and identify any activities required outside of your role.
- Undertake these activities under the guidance of an experienced team member.
- Within your learning assignments be able to write "I did" rather than "I saw".





Learning assignments

- Required to build a portfolio of evidence (PoE).
- Structured application-focused learning assignments to build the content.
- Provides evidence of learning and application.
- Reviewed by the trainer.
- Time is allocated in the workshops to support progress of your LAs.













APM PMQ and End Point Assessment

PMQ

- Knowledge-based 3hr exam
- 10 from 16 questions, pass mark 55%
- Programme is designed to avoid the need to cram

End Point Assessment

- 15-minute presentation and 40-minute professional interview with two external assessors
- Achieve a pass / merit / distinction







Provek PMQ and EPA results

- 90% average achieving first time pass on PMQ
- 100% success rate on EPAs
- 83% achieving merits (43%) and distinctions (40%)

			PMQ				EPA		
Client	Pass	Fail	Total	% pass rate	Fail	Pass	Merit	Distinction	Total
UBS	38	2	40	95	0	7	15	12	34
Phoenix	9	1	10	90	0	2	5	2	9
GKN	9	2	11	82	0	2	2	6	10
ICAEW	6	1	7	86	0	0	6	0	6
Royal Mail	18	10	28	64	0	4	7	10	21
JLP	12	1	13	92	0	0	5	5	10
Cello	2	0	2	100	0	0	0	2	2
ABFoods (British Sugar)	14	2	16	88					
Uni of Cambridge 1	9	0	9	100					
Uni of Cambridge 2	6	1	7	86					
UBS	13	4	17	76					



Eligibility

- UK/EEA citizen AND lived in UK for last 3 years
- Spend minimum 50% of contractual hours working in England
- Cannot have similar qualification at equivalent level, or above
- Level 2 (GCSE equivalent) qualification in Maths & English *

* If not available, we will support you in gaining an equivalent qualification.





Skills for business

Functional skills (Maths and English)

- If evidence of a minimum level 'C' GCSE (or equivalent) cannot be produced you will need to complete level 2 functional skills
- This is a government requirement for the programme

Fast track student (3 months)

- 3 x 1hr sessions (+2hrs prep for sessions 2 and 3)
- Guided learning hours: 12

Development plan student (6 months)

- 6 x 1hr sessions (+2hrs prep for sessions 2 and 3)
- Guided learning hours: 21

Assessment day: 5 hours





Who is the programme suitable for?

- The responsibilities of the role will vary but are likely to include working with a project team to achieve required outcomes, plans and organises projects and utilises resources.
- Grade 5 7 roles.
- Typical roles will be wide ranging and may include: Project Manager; Associate Project Manager; Research Project Manager; Laboratory Manager, Assistant project manager, Junior project manager, Project team leader.
- Some of the job titles of current PM apprentices at the University: Business Improvement Manager, Executive Assistant, Laboratory Technician, Senior Research Associate, Postdoc Research Associate, Events Assistant, Laboratory Manager.





Verifying suitability

Step 1 - Expression of interest

- 18 y/n questions
- 10 minutes to complete

Expression of Interest - Level 4 Associate Pro	
To be returned to Pro	
Email: <u>glen.suttie@provek</u>	<u>.co.uk</u>
Full Name:	
Department:	
Job Title/Role/Grade:	
Email address: (work email preferred)	
Line Manager:	
Line Manager email:	
Do you have GCSE Maths at grade C or above? (please do not worry if you do not, this will not prevent your application from bein	rg successful)
Do you have GCSE English grade C or above? (please do not worry if you do not, this will not prevent your application from bein	yes / No
Do you have any project management qualifications? (PRINCE2 Foundation / Practitioner, APM qualifications, Ap	gile qualifications etc).
If yes please list in cell below.	
Project management qualifications held:	· · · ·

Step 2 - PMA6 Lite

- 50 questions
- 20 minutes to complete
- Single page individual report

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APM Student Membership and NUS card

- APM Student Membership
 - Free copy of Project Journal
 - Access to the APM online library
 - o Digital badge
 - Join your local branch and special interest groups
- The NUS Extra card entitles you to student discounts in many of the major high street stores.









Who are Provek?

- Project Management specialist training provider
- Established in 1994 with an extensive portfolio of blue-chip clients
- Credible trainers with project management experience
- Achieve higher than national average exam pass rates
- Creator of the award-winning PM Channel
- Accredited ChPP and RPP assessor
- Offer expertise to the APM
- Member of the ERG Trailblazer group





Selection of current clients





In summary

- Highly effective training programme
- Embeds positive change in project management capability
- Develop competence, confidence, ability to challenge
- Cross pollinate knowledge
- Experience 1:1 coaching from credible tutors
- Increases talent pool for future projects
- Tailored to ensure relevance
- £6,000 investment in your professional development





Thank you

provek enabling change

Glen Suttie Business Development Director

M: 07983 549 525 E: glen.suttie@provek.co.uk linkedin.com/in/glensuttie





provek enabling change

Questions & next steps..