Key facts

Title:	Advance Assessments Level 4 Associate Project Manager End Point Assessment
Ofqual Qualification Number	610/3022/3
Applicable Apprenticeship Standard(s)	ST0310 Associate Project Manager
RQF level:	4 (= first year of a Bachelors degree / HNC / BTEC Higher Nationals)
Qualification Objective	To enable learners to plan, organise, manage and communicate in order to manage a project in terms of deliverable qualities; budget; and time-scales.
Entry requirements:	Individual employers will set their own entry requirements. Typically, candidates will have achieved a grade C or above in at least 5 GCSEs including mathematics and English, and hold a minimum of 48 UCAS points, or equivalent. Please note the Gateway requirements when making this determination.
Programme duration and programme training requirements:	Minimum training duration 12 months, typically 24 months. Minimum of 20% off-the-job training.
Gateway requirements:	Learners must have attained UK RQF Level 2 qualifications in mathematics and English. Learneers must also have attained a qualification at International Project Manager Association (IPMA) Level D or APM Project Management Qualification before entry to Gateway.
	The End Point Assessment can only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the standard and provides a signed declaration* confirming this to Advance Assessments.
	The apprentice must have completed a portfolio of evidence that references evidence* for each KSB. The portfolio will need to include 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 portfolio must include a minimum of one evidence item for each Learning Area assessed. There are 15 Learning Areas assessed in an EPA.
EPA duration, following Gateway	Typically, two months.
Link to IfATE Occupational map	Occupational progression map for Associate project manager (instituteforapprenticeships.org)
Grades available	Fail/Pass/Merit/Distinction
Assessment methods	Presentation supported by portfolio of evidence (**PRES**). Professional Discussion supported by portfolio of evidence (**PROF_DISC**).
Link to IfATE apprenticeship specification	Associate project manager / Institute for Apprenticeships and Technical Education

*Blank forms to fulfil each of these requirements are included on the Advance Assessments EPA platform, available to registered apprentices and training providers.
Contact support@advanceassessments.co.uk to register your learners, gain access to the apprentice support materials and equip each learner with a personal upload area.

Definitions:

Gateway refers to the requirements that need to be met in order for an employer to put forward an apprentice for EPA. This ensures that all apprentices have completed the mandatory aspects of the occupational standard and any work that underpins specified assessment methods, and that employers believe an apprentice is occupationally competent at the point they enter Gateway.

Guided Learning is learning that is supervised in real time by a trainer/teacher.

KSB (Knowledge, Skills and Behaviours) The Knowledge, Skills and Behaviours required to be competent in the duties described in the occupational standard published by IfATE.

IfATE is the Institute for Apprenticeships and Technical Education is an employer led organisation that supports technical education and apprenticeships in the United Kingdom, through qualifications. It is funded by the Department for Education.

IfATE Occupational Map is the diagram that delineates occupations and the expected qualification achievements along occupational routes in the UK. It is available on the IfATE website.

UK RQF is the UK Regulated Qualifications Framework that defines the levels of different qualifications in the UK.

Assessment methods (2)

1. **Presentation supported by portfolio of evidence**
   Apprentices are required to prepare and deliver a presentation (followed by questions and answers) based on the **five*** Learning Areas chosen for this method of assessment by the employer and the apprentice. The apprentice must consult with their employers and prepare their presentation and presentation materials based on this determination, which should be made early in their apprenticeship. Advance Assessments will be informed of the choice made through submission of the apprentice's competed check list/mapping document through the Advance Assessments online platform.

   Presentation delivery
   The presentation and questioning will have a minimum duration of 60 minutes, typically 25 minutes presentation and 35 minutes questioning.

   A panel of at least two members will attend the presentation. The panel may include representatives from the employer or learning provider. All decisions on grading will be the sole responsibility of the Advance Assessments assessor.

2. **Professional discussion supported by portfolio of evidence**
   Apprentices are required to complete a professional discussion based on the **ten*** Learning Areas chosen for this method of assessment by the employer and the apprentice. The apprentice must consult with their employers and prepare their portfolio of evidence based on this determination, which should be made early in their apprenticeship. Advance Assessments will be informed of the choice made through submission of the apprentice's competed check list/mapping document through the Advance Assessments online platform.

   Professional discussion delivery
   An assessor from Advance Assessments will be present at the professional discussion. A panel of at least two members will attend the professional discussion. The panel may include representatives from the employer or learning provider. All decisions on grading will be the sole responsibility of the Advance Assessments assessor.

   The professional discussion will have a minimum duration of 60 minutes.

   *The total number of Learning Areas assessed will be 15 (five in the presentation and ten in the professional discussion). These are chosen from a list of 17, shown below and in the standard's End Point Assessment Plan.

Assessment criteria for the Associate Project Manager End Point Assessment

The apprentice is required to submit a portfolio of evidence, prior to the start of End Point Assessment.
The content of the portfolio will be determined early in the apprenticeship, in consultation with the apprentice's employer and mentor. The parties must agree on 5 (five) Learning Areas that will provide a focus for the presentation method of assessment (PRES) and 10 (ten) Learning Areas that will provide a focus for the professional discussion (PROF_DISC) method of assessment*. During the apprenticeship the portfolio should be developed to address the assessment criteria (listed below) applicable to the chosen Learning Areas.

The apprentice must submit their portfolio of evidence before the EPA process can begin, in order that it can be evaluated by the Independent End Point Assessor.

*An interactive blank spreadsheet to guide and confirm this requirement is included on the Advance Assessments EPA platform, available to registered apprentices and training providers.

	The learner is able to		
Learning Area	**Knowledge Criteria** An associate project manager will be able to understand and have knowledge of:	**Skills Criteria** An associate project manager will be able to demonstrate the following skills within the context of their organisation:	**Behaviour Criteria** An associate project manager will be able to demonstrate the following behaviours:
1 Governance	**K1.1** Policies, regulations, functions, processes, procedures, reporting and responsibilities. **K1.2** Different types of organisational structures and responsibilities, functions and project phases on different types of project. **K1.3** How governance can control and manage the successful delivery of projects.	**S1.1** 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.	N/A

2 Stakeholder and communications management	**K2.1** Stakeholders, their perspectives, different interests and levels of influence on project outcomes. **K2.2** Key contexts of a project communication plan and its effectiveness in managing different stakeholders. **K2.3** Factors which can affect communications.	**S2.1** Managing stakeholders, taking account of their levels of influence and particular interests. **S2.2** Manage conflicts and negotiations. **S2.3** Communicate to a variety of different audiences. **S2.4** Contribute to negotiations relating to project objectives.	N/A
3 Budgeting and cost control	**K3.1** Funding, estimating, overheads; direct costs, indirect costs, fixed costs, variable costs and an overall budget for a project. **K3.2** Tracking systems for actual costs, accruals and committed costs. **K3.3** Describe the structure of alternative cost breakdowns that provide graphical representations and performance management of a project.	**S3.1** Develop and agree budgets for projects. **S3.2** Monitoring forecast and actual costs against them and controlling changes. **S3.3** Support funding submissions.	N/A
4 Business case and benefits	**K4.1** How required outcomes will be delivered to meet the business case.	**S4.1** Contribute to the preparation or maintenance of a business case including achieving required outcomes	N/A
5 Scope management	**K5.1** Requirements management and evaluation of alternative methods to learn from the past to improve delivery. **K5.2** Change control of project scope and management of baseline	**S5.1** Determine, control and manage changes to the scope of a project, including assumptions, dependencies and constraints.	N/A

	changes; applying configuration management.		
6 Consolidation planning	**K6.1** Purpose and formats for consolidated plans to support overall management. **K6.2** Taking account of previous lessons learnt. **K6.3** How plans balance the fundamental components of scope, schedule, resources, budgets, risks and quality requirements.	**S6.1** Consolidate and document the fundamental components of projects. **S6.2** Monitors progress against the consolidated plan and refines as appropriate. **S6.3** Implementing the change control process where relevant.	N/A
7 Schedule management	**K7.1** Scheduling and estimating for project activities including how they can be quality assessed. **K7.2** Progress monitoring and metrics to assess work performed against the schedules. **K7.3** Schedule management methods to evaluate and revise activities to improve confidence in delivery.	**S7.1** Prepare and maintain schedules for project activities aligned to project delivery.	N/A
8 Risk and issue management	**K8.1** The need for and implementation of a risk management plan. **K8.2** Risk management methods and techniques to identify and prioritise threats or opportunities. **K8.3** Establish appropriate mitigation actions to minimise risk impacts and optimise opportunities.	**S8.1** Identify and monitor project risk plan and implement responses to them. **S8.2** Contribute to a risk management plan. **S8.3** Respond to and manage issues within a defined governance structure.	N/A

9 Contract management and procurement	**K9.1** Nature of contracts and the implications for the contracting organisations. **K9.2** A procurement process. **K9.3** The legal and ethical means for managing	**S9.1** Contribute to a procurement process. **S9.2** Contribute to the definition of contractual agreements. **S9.3** Contribute to managing a contract.	N/A
10 Quality management	**K10.1** Quality management processes, assurance and improvements. **K10.2** Outcomes of a quality management plan. **K10.3** Metrics for processes and quality standards.	**S10.1** Contribute to the development of a quality management plan. **S10.2** Manage project assurance, and contribute to project peer reviews. **S10.3** Utilise an organisation's continual improvement process including lessons learned.	N/A
11 Resource management	**K11.1** Resource analysis, allocation and commitment acceptance.	**S11.1** Develop resource management plans for project activities. **S11.2** Acquire and manage resources including commitment acceptance. **S11.3** Monitor progress against plans.	N/A
12 Context	**K12.1** The different contexts in which projects can be delivered, including health, safety, and environmental management. **K12.2** The interdependencies between project(s), programme(s) and portfolio management. **K12.3** Phases within the project and key review points, across project life cycles.	**S12.1** Apply project management skills in the context of their organisation.	N/A

13 Collaboration and team work			**B13.1** Understands and is effective in their role as part of an integrated team.
14 Leadership	**K14.1** The vision, values and objectives of the project and its links to strategic objectives. **K14.2** The ways in which vision, values and objectives of the project and its links to strategic objectives can be effectively communicated and reinforced to team members and stakeholders. **K14.3** Leadership styles, qualities and the importance of motivation on team performance. **K14.4** The characteristics of the working environment which encourages and sustains high performance.		**B14.1** Communicates direction, and supports the vision for project delivery.
15 Communication	N/A	N/A	**B15.1** Working effectively with and influencing others, taking account of diversity and equality.
16 Drive for results	N/A	N/A	**B16.1** Demonstrates a clear commitment to achieving results, and improving performance
17 Integrity, ethics, compliance and professionalism	N/A	N/A	**B17.1** Promote the wider public good in all actions, acting in a morally, legally and socially appropriate manner. **B17.2** Promotes and models the highest standards of professional conduct, ethics and trust.

End Point Assessment Grading

A five-point scale is used to score the apprentices performance against the specified criteria in each Learning Area using whichever assessment method was chosen.

Five-point scoring scale

Score →	1	2	3	4	4
Apprentice performance →	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

Final End Point Assessment Grade

The scores (out of 5) attained for each Learning Outcome (15 in the EPA) are added to give a score out of 75.

The final grade is determined according the score achieved out of a total of 75.

Final EPA Grade

End Point Assessment Grade	Overall score out of 75
FAIL	Less than 45
PASS	45 to 55
MERIT	56 to 65
DISTINCTION	66 to 75

Advance Assessments Level 4 Improvement Practitioner End Point Assessment

Document Revision History

Following improvement identifications and review with colleagues, the Assessment Manager is responsible for revisions of this policy/procedure and completion of the table below, before issue of the amended policy/procedure.

Date (most recent first)	Revision(s)	Reason for revision(s)	New Version Number	Approved by (Initial)