



Level 4 Associate Project Manager

University of Cambridge – Programme Overview

April 2020

Provek Ltd

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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 well-rounded, 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.
- 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

JOHN LEWIS
PARTNERSHIP

 UNIVERSITY OF
CAMBRIDGE

 Southern
Water


Guy's and St Thomas'
NHS Foundation Trust


Royal Mail

 Nationwide


McCarthy & Stone

 UBS

 THE INSTITUTE
OF CHARTERED
ACCOUNTANTS
IN ENGLAND AND WALES

 Fidelity™
INTERNATIONAL

 British Sugar

Associated
British Foods
plc


PHOENIX GROUP

John Henry
Group


GKN AEROSPACE

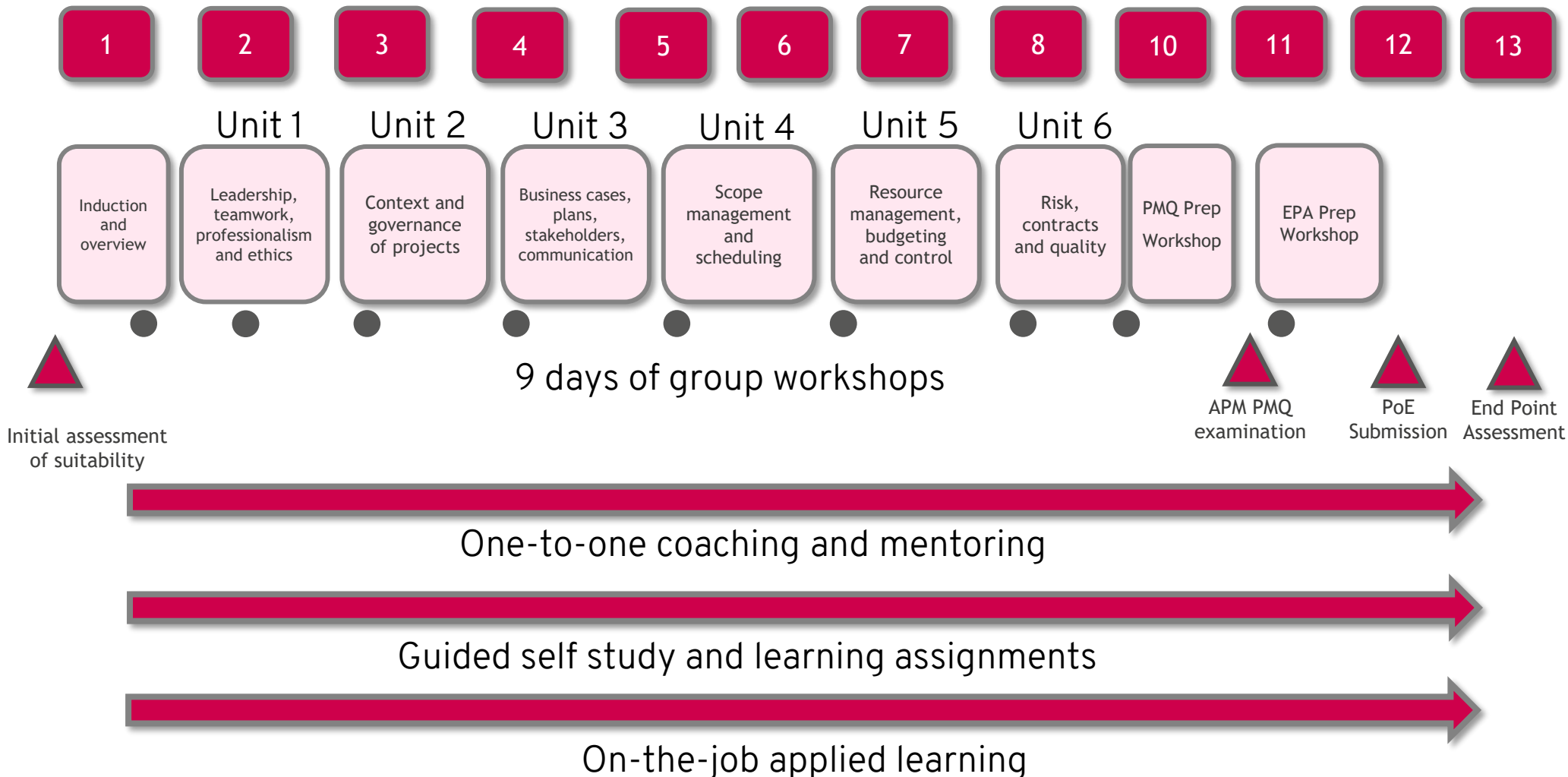
 CELLO
HEALTH

 SOCIETE
GENERALE


Air Liquide
HomeCare
Homehealth provider

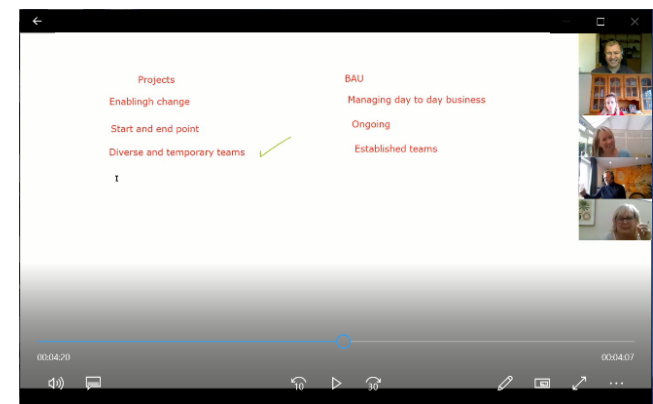
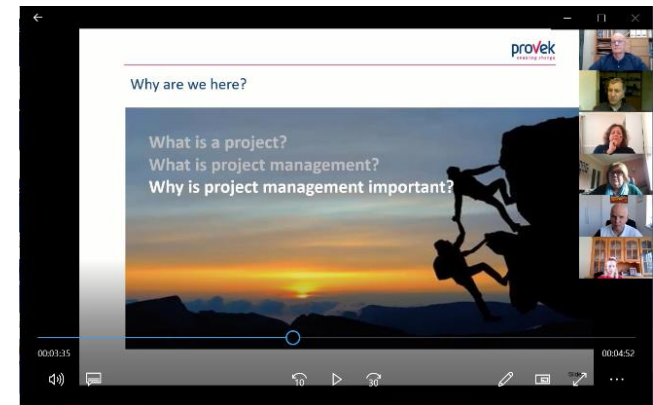
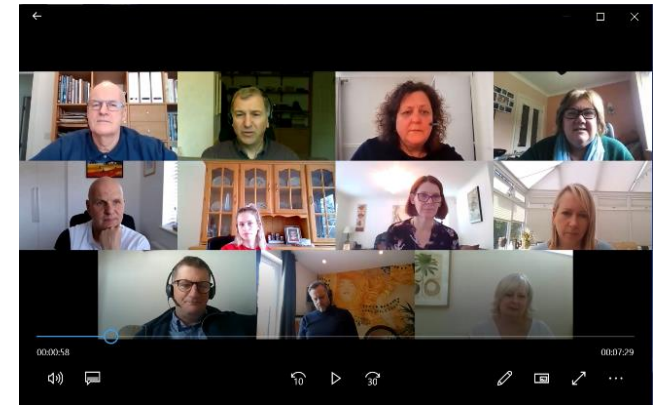

PRAHEALTHSCIENCES

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

Leadership, teamwork, professionalism, ethics

- Vision, values and objectives
- Effective communication
- Leadership styles
- Motivation and trust
- Project teams and rules
- Professional conduct and ethics

Unit 2

Context and governance of projects

- Projects, programme and portfolios
- The project lifecycle
- Project management processes
- Effective project roles
- Project reviews
- Organisational responsibilities

Unit 3

Business cases, plans, stakeholders, communication

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

Unit 4

Scope management & scheduling

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

Unit 5

Resource management, budgeting & control

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

Unit 6

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

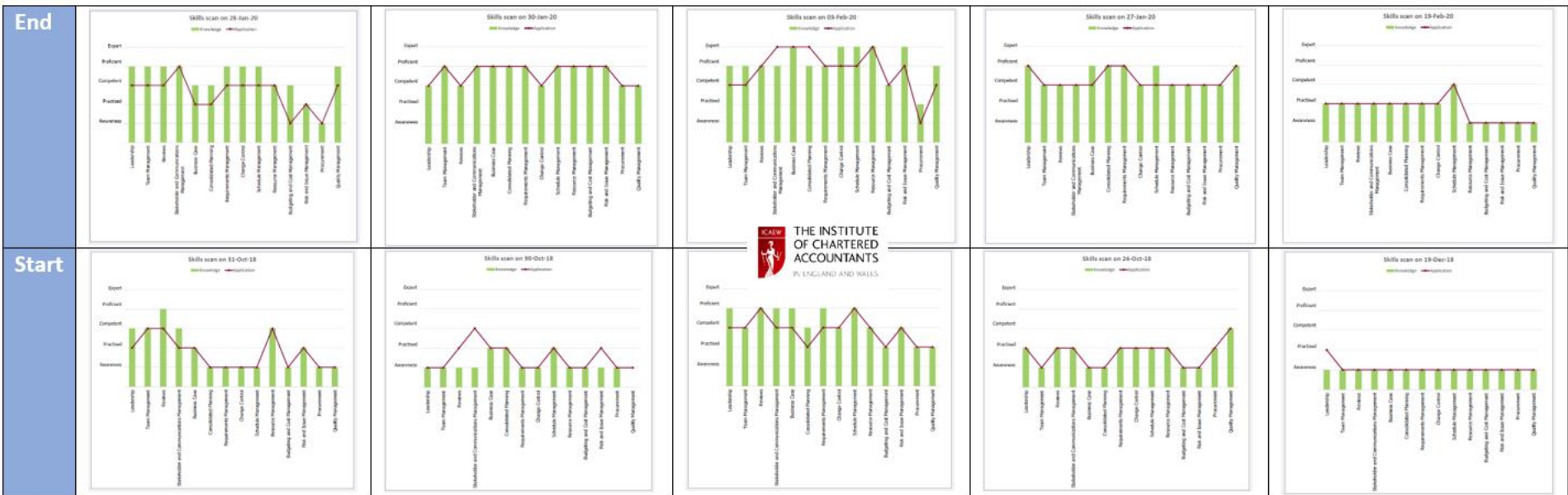
- Using new tools and techniques on projects you are currently working on.
- **Important to look ahead**, work with your line manager and identify any activities required outside of your role.
- Undertake these activities under the guidance of an experienced team member.
- Within your learning assignments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

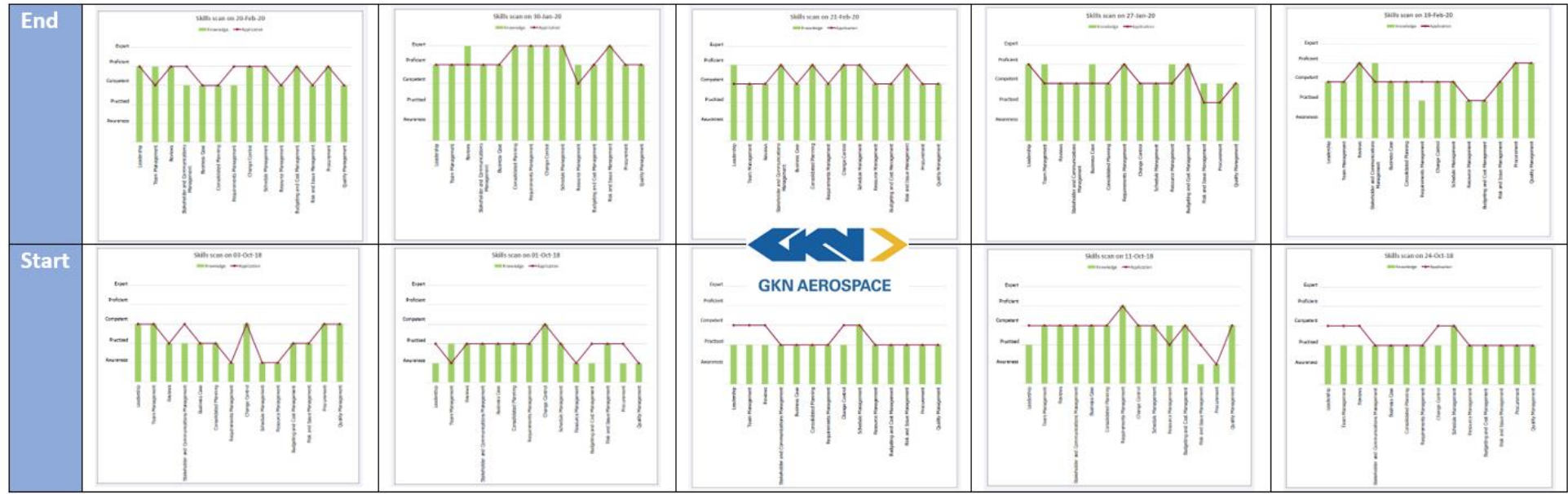
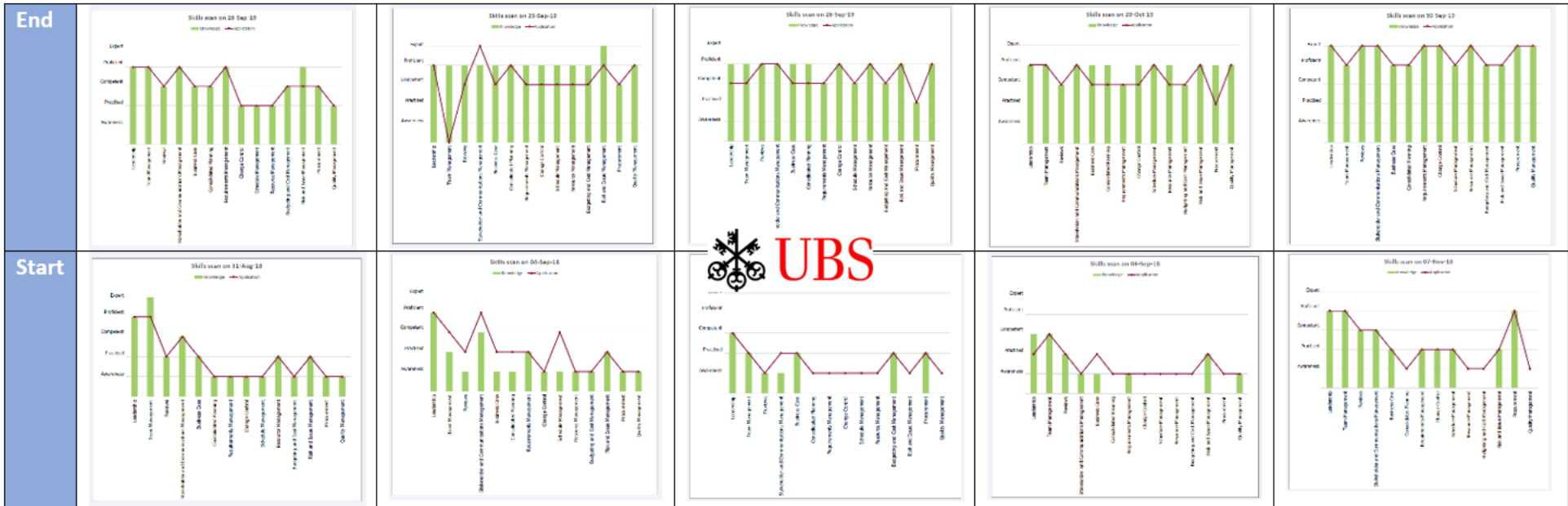


Learning assignments

- 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%)

Client	PMQ				EPA				
	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 provek

Expression of Interest - Level 4 Associate Project Manager Programme

To be returned to Provek
Email: glen.suttie@provek.co.uk

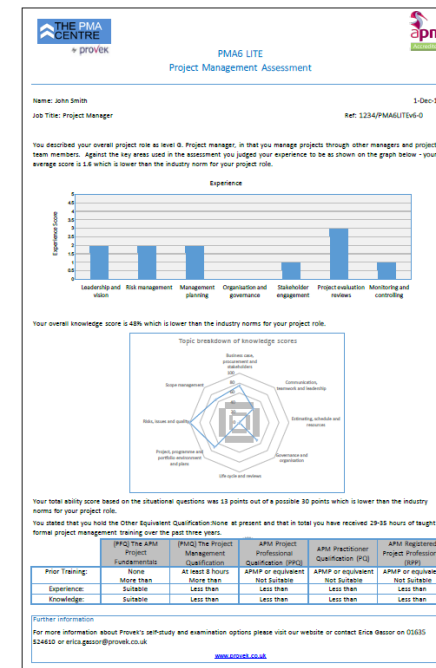
Full Name:	
Department:	
Job Title/Role/Grade:	
Email address: (best email preferred)	
Line Manager:	
Line Manager email:	

Do you have GCSE Maths at grade C or above? <small>(Please do not worry if you do not, this will not prevent your application from being successful)</small>	Yes / No
Do you have GCSE English grade C or above? <small>(Please do not worry if you do not, this will not prevent your application from being successful)</small>	Yes / No
Do you have any project management qualifications? <small>(PRINCE2 Foundation / Practitioner, APM qualifications, Agile qualifications etc.)</small>	Yes / No
If yes please list in cell below.	
Project management qualifications held:	

1

Step 2 - PMA6 Lite

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



APM Student Membership and NUS card

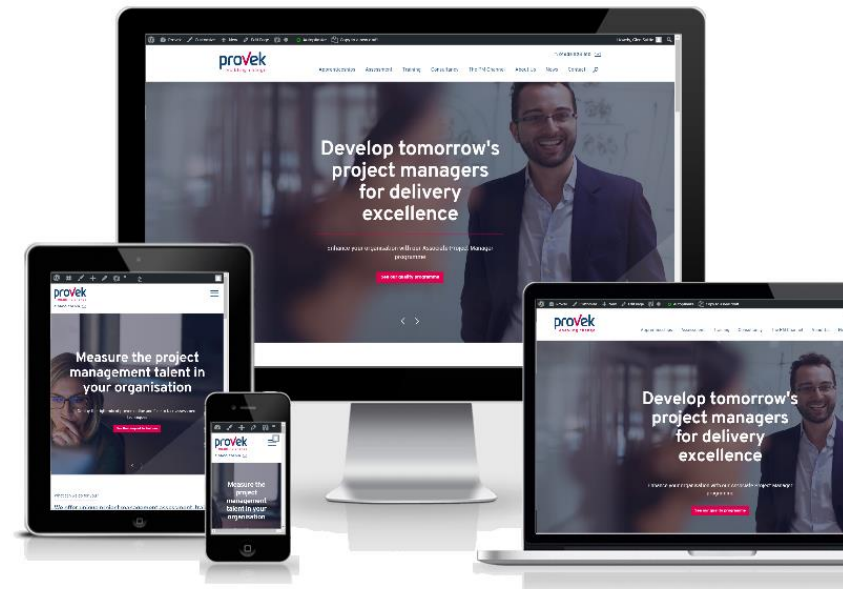
- APM Student Membership
 - Free copy of Project Journal
 - Access to the APM online library
 - Digital badge
 - Join your local branch and special interest groups

- 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

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Questions & next steps..