



Specialists in Project Management, Leadership
and Management, and Business Improvement

Level 4 Associate Project Manager

INVESTORS IN PEOPLE[®]
We invest in people Standard



Training Apprentices since 2011

Introduction to ELA

ELA is a niche provider of apprenticeship learning programmes in Project Management, Leadership and Management, and Business Improvement. We are specialists in delivering training solutions into public sector organisations, education settings, facilities management, engineering and construction. We do not believe in training for training's sake, which is why our team combines extensive industry experience and knowledge of these disciplines with a huge passion for learning that makes a difference.

Level 4 Associate Project Manager

The Associate Project Manager is ELA's flagship programme. We were amongst the very first Registered Apprenticeship Training Providers in May 2017 to enrol APM Apprentices. Based on feedback from Learners and Employers, we reflect and improve the programme every year. We have more than 250 learners on programme, and have delivered 75 achievements in 2019/20 (99% passed with more than 50% at 'Merit' or 'Distinction'). Appropriate for a broad spectrum of roles and levels; from upskilling experienced Senior Managers and Engineers to new Project Managers, Assistant Project Managers and Project Team Leaders.

Benefits of Apprenticeship

01 Membership of the chartered body for the project profession, Association for Project Management

APM 'Project Manager Qualification' (IPMA Level D) **02**

03 PRINCE2® Foundation and Practitioner (additional costs apply)

Broader skills not just focused on one particular methodology, but drawing on technical, financial and behavioural requirements **04**

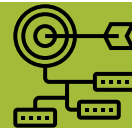
05 A longer term, more sustainable programme than a short course that encourages embedding and facilitates change to behaviours

Collaboration across the business, cross-pollination of ideas, best practice and creative problem-solving **06**

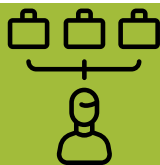
What Values Do We Add at ELA?



Option to bespoke programmes to incorporate PRINCE2® and Agile to reflect your project environment



Option of 'dedicated cohorts' to align the programme with individual organisational objectives and timescales



Option of 'mixed cohorts' and cross-fertilisation of best practice across multiple organisations



Workshops designed to embed learning of theory, practical activities and presentation skills



Strong focus on live projects in your workplace



An emphasis on lessons learned to improve project delivery

One to One Support
Regular 1-2-1 support
and mentoring with a
Portfolio Coach

Workshops
Fortnightly workshops

**Examinations and
Tasks**

Multiple choice
(PRINCE2®) and
essay-based (APM)
examinations
available, paper-
based and online

Typical Duration
15-18 months

**On-Programme
Worked-Based
Projects**

On-programme
work-based projects
supported by portfolio
of evidence

End Point Assessment
Portfolio of Evidence,
presentation and
professional discussion
by video-conference

Delivery and Assessment

Modules

- 01 Governance
- 02 Stakeholder and Communications Management
- 03 Budgeting and Cost Control
- 04 Business Case and Benefit
- 05 Schedule Management
- 06 Consolidated Planning
- 07 Contract Management and Procurement
- 08 Risk and Issues Management
- 09 Resource Management
- 10 Quality Management
- 11 Collaboration and Teamwork
- 12 Context
- 13 Communication
- 14 Leadership
- 15 Integrity, Ethics, Compliance and Professionalism
- 16 Drive for Results

Commitment Required

Employer

Appoint a Project Management 'Mentor'

Ensure the Apprentice has assigned responsibilities in the management of a live project

Opportunity to apply knowledge and skills gained

Participate in bi-monthly reviews of the Apprentice's progress (CPD tracking)

Manage ownership of portfolio development and ensure timely submission of work

Full attendance at fortnightly workshops and one to one reviews

Take responsibility in leading designated project activities

Maintain records of the learning activities undertaken

Apprentice



Other Apprenticeships in the ELA Business Portfolio:

- Level 3 Team Leader Supervisor Standard
- Level 4 Associate Project Manager Standard
- Level 5 Operations Departmental Manager Standard
- Improvement Practitioner Level 4 Apprenticeship Standard





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Suite 104, 1 Meadlake Place, Thorpe
Lea Road, Egham, Surrey, TW20 8HE.

    @elatrainingervicesuk

 0208 0171425

 info@ela-training.co.uk

 www.ela-training.co.uk