

ST0310 Level 4 Associate project manager Assessment Plan

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 4 Associate project manager apprenticeship. It should be read in conjunction with the General Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the General Requirements, this AAP takes precedence. Assessment organisations must also comply with the relevant regulatory framework for apprenticeship assessment.

It is important that the assessment of apprentices is proportionate, valid, and provides reliable evidence of an apprentice's attainment of the relevant knowledge and skills. As such, assessment organisations must design assessments to ensure:

- employers have confidence that the apprentice has reached the expected performance standard
- apprentices are sufficiently secure in their knowledge and skills, so that they could demonstrate their competence in different contexts (for example, a different workplace)

Assessment Outcomes

The assessment outcomes group and summarise the knowledge and skills that must be demonstrated in assessments. All assessment outcomes must be assessed.

Knowledge and skills statements in **bold** are mandatory and must be assessed in every version of the assessment that is made available.

Assessment Outcome	Mapping
<p>AO1: Project Context, Governance, and Organisational Alignment</p> <p>Understands how projects operate within organisational, programme, and portfolio environments and applies governance frameworks, roles, and structures to ensure project activity aligns with strategic objectives and delivers intended benefits.</p>	<p>K1, K2, K3, K4, K5, K6, K7, K8, K9, K10, K26</p> <p>S9, S20</p>
<p>AO2: Stakeholder Engagement and Collaborative Working</p> <p>Identifies, engages, and communicates with stakeholders and project teams, adapting communication approaches, supporting</p>	<p>K13, K14, K16, K17, K31</p>

Assessment Outcome	Mapping
the project vision, and managing collaboration, negotiation, and conflict within agreed limits of responsibility.	S2, S3, S4, S5, S6, S7, S18
<p>AO3: Project Scope, Planning, Scheduling, and Control</p> <p>Contributes to the development, maintenance, and assurance of integrated project management plans, using estimating, scheduling, budgeting, and performance monitoring techniques to support effective control of time, cost, scope, and resources.</p>	<p>K11, K12, K18, K20, K21, K22</p> <p>S1, S8, S11, S12, S22, S25, S26, S17, S21</p>
<p>AO4: Risk, Issue, Change, and Quality Management</p> <p>Applies structured approaches to identifying, analysing, and managing risks, issues, changes, and quality requirements, using appropriate controls, data, and assurance activities to support predictable project delivery.</p>	<p>K19, K23, K25</p> <p>S10, S13, S14, S15, S24</p>
<p>AO5: Commercial Awareness, Resource, and Financial Management</p> <p>Supports ethical and sustainable procurement, resource management, and financial control activities throughout the project lifecycle, working within approved budgets and contributing data and analysis to inform commercial and governance decisions.</p>	<p>K20, K24</p> <p>S8</p>
<p>AO6: Professional Practice, Compliance, Sustainability, and Continuous Improvement</p> <p>Applies legislation, regulation, ethical and inclusive practices, sustainability principles, digital tools, and information management to their project role, using lessons learned and continual improvement processes to enhance future project delivery.</p>	<p>K15, K27, K28, K29, K30</p> <p>S16, S19, S23</p>

Assessment requirements

Assessment organisations must set apprenticeship assessments. Assessment organisations should consider how technology and digital tools can support innovation and efficiency.

Assessment organisations must design apprenticeship assessments to include at least one **project**

Any additional assessment(s) must be selected from the following list of methods to ensure the assessment outcomes are met in full:

- **Demonstration**
- **Presentation**
- **Interview**
- **Professional discussion**
- **Question and answer**
- **Interview**
- **Portfolio**
- **Written assessment**
- **Project**

Apprentices may be assessed at any appropriate point during their apprenticeship programme.

Assessments may be designed to allow a centre or training provider to mark assessments. The assessment organisation is responsible for ensuring all assessments are sufficiently reliable and valid, and for the accuracy of any centre or training provider marking.

Performance descriptors

Performance descriptors describe the level of performance required to achieve a pass or distinction grade. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass	Distinction
Applied Knowledge	Demonstrates sound application of project management knowledge to address well-defined but complex and non-routine problems, reaching	Applies project management knowledge with confidence and precision, consistently producing high-quality outputs in response to

	appropriate, generally effective outcomes that support delivery within organisational project environments.	well-defined but complex and non-routine problems, with solutions that not only meet requirements but often enhance outcomes or processes.
Applied Skills	Identifies and applies suitable cognitive and practical skills to complete project management activities, adapting as necessary to meet requirements. Methods chosen are generally appropriate, with results that meet organisational or sector expectations.	Adapts and applies cognitive and practical skills with a high degree of flexibility and operational fluency in a project management context, ensuring that methods are effective and optimised for quality and efficiency of service outcomes.
Regulatory and Procedural Awareness	Applies relevant legislation, regulation, governance frameworks, and organisational procedures with sound judgement, adapting appropriately to varied and occasionally complex situations within the project environment.	Interprets and applies regulatory, governance, and procedural requirements with insight and appropriate flexibility, identifying implications and making informed decisions in varied and occasionally complex situations.
Communication and Collaboration	Communicates clearly and collaborates effectively with project colleagues and stakeholders, contributing to responsive and effective service delivery and supporting shared project objectives within agreed limits of responsibility.	Communicates and collaborates with confidence and insight, tailoring approach to diverse stakeholder needs, contributing to improved collaboration and enhanced service outcomes across varied and occasionally complex situations.
Information Use and Decision Making	Analyses and interprets relevant project information to make informed decisions, showing a clear awareness of the occupational context and the broader scope of the associate project management role.	Analyses, interprets and evaluates information from a range of sources, providing insightful justification for decisions and demonstrating a strong awareness of broader implications within the project

		management occupational area.
Responsibility and Autonomy	Takes responsibility for actions and decisions within set parameters in a project context. Manages own work and, where relevant, coordinates tasks or resources with adequate awareness of risks and priorities.	Proactively takes responsibility for actions and decisions within set parameters. Manages own work and the coordination of others, independently uses sound judgment about risks and priorities to manage project resources or actions.