

Introduction to **Level 3 Team Leader / Supervisor**

Become a skilled first line manager with our Team Leader Apprenticeship standard. Work with our highly experienced Trainers and Tutors, who all have extensive industry experience, to develop your knowledge and skills.

The Team Leader apprenticeship is suitable for those who are supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.



Entry Requirements

The entry requirement for this apprenticeship will be decided by each employer.

Functional Skills

Apprentices who have not achieved an A*-C GCSE (or equivalent) in mathematics and English GCSE are required to gain Functional Skills in English and mathematics at Level 2 as part of this apprenticeship.

Apprenticeship in Brief



Facts

- ◇ Over 700,000 people participate in an apprenticeship each year
- ◇ On completion, Level 3 Team Leader apprentices may choose to register as Associate members with the Chartered Management Institute and/or the Institute of leadership and management to support their professional career development and progression.
- ◇ The programme is designed to develop the knowledge, skills and behaviours required to be an effective first line manager. We will support you in applying your knowledge and skill into your day-to-day work we will help to the impact that this has.



Funding

£4500



Delivery Approach

There will be a mix of face-to-face interactions, as well as virtual and digital learning with ongoing support from your Tutor.



Qualifications Gained

Level 3 Team Leader / Supervisor Apprenticeship



End Point Assessment

- ◇ Presentation with questions and answers
- ◇ Professional discussion underpinned by a portfolio of evidence

What competencies are involved in this standard?

- ◇ **Interpersonal excellence** – managing people and developing relationships. This includes the following modules – Leading people, Managing people, Building relationships and Communication.
- ◇ **Organisational performance** – delivering results. This includes the following modules – Operational management, Project management and Finance.
- ◇ **Personal effectiveness** – managing self – This includes the following modules – Self-awareness, Management of self and Decision making

Apprenticeship Journey

Time on programme

You will typically spend 13 months undertaking a detailed programme of learning and development managed by your employer and training provider. You will attend a series of training sessions with your Tutor and Trainer, which is classed as off-the-job training. You will also be trained whilst in the workplace by your employer, this is called on-the-job training.

Gateway

Once your manager and tutor agree that you are ready for the end point assessment and you have achieved all required elements, you will progress through the gateway to undertake the end point assessment methods listed above.

End-Point Assessment

This will typically last 2 – 3 months and will involve you completing each assessment method.



Apprenticeship Grading

The final grade is based on the performance in both of the assessment methods and they carry equal weighting.

The available grades for this programme are **Fail, Pass and Distinction**.