

LEVEL 3

TEAM LEADER/ SUPERVISOR

APPRENTICESHIP STANDARD

22 MONTHS DURATION

(18 months learning / 4 months EPA)



WHO IS THIS APPRENTICESHIP FOR?

This apprenticeship standard is an ideal programme for those managing teams and projects for the first time including those currently supporting, developing and managing team members, managing projects, planning and managing workload and resources, and delivering operational plans.

ENTRY REQUIREMENTS

As part of this standard you will need to work towards and achieve Level 2 functional skills in Maths and English.

COSTS

Maximum of £4,500 if you are a Levy payer
Maximum of £225 if you are a non-Levy company

END POINT ASSESSMENT

This apprenticeship includes an end point assessment consisting of:

- 20 minute presentation with 30 minutes of questions and answers
- 1 hour professional discussion underpinned by a portfolio of evidence

PROGRESSION OPPORTUNITIES

You could progress on to a Higher or Degree Level Apprenticeship or qualifications with The Chartered Management Institute and The Institute of Leadership and Management.

WHAT YOU'LL LEARN

This apprenticeship is delivered through a combination of planned learning sessions including online learning, workplace visits, on and off the job training and 1 to 1 support. It covers areas such as:

1. Team building and development

Leadership, coaching and change

2. Building a higher performance team

Setting goals – personal and work, feedback, conflict, sharing of good practice, cross team working, active listening

3. Communication

Manner, non verbal and constructive feedback

4. Organisational, culture and strategy

Team plans, culture, strategy and targets

5. Data analysis

6. Project management

Managing a project and using appropriate project tools

7. Organisational governance

Applying governance, budget management, legal requirements and HR

8. Management of self

Bias, personal development, time management, reflection, learning styles

9. Problem solving

Problem solving techniques and application, managing conflict/managing stakeholders