



Team Leader

Apprenticeship Standard

This Level 3 Apprenticeship will equip you with the knowledge, skills and behaviours required to successfully work as an expert in a Team Leader/Supervisor role.

Associated roles: Supervisor, Team Leader, Project Officer, Shift Supervisor.

Rules and Responsibilities

The Team Leader is a first line management role, with operational and project responsibilities or responsibility for managing a team to deliver a clearly defined outcome.

You will provide direction, instructions and guidance to ensure the achievement of set goals. Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, building relationships internally and externally, managing change and using technology

On completion, you will have achieved the **Level 3 Team Leader Apprenticeship**.



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Who is it for?

Apprenticeships are open to anyone in England over the age of 16 and not in full time education. Apprenticeships can also be for new or existing employees.



Duration

Between 15-18 months. The first 12-15 months will be 'in learning' where the knowledge, skills and behaviours needed are developed. The final 3 months will be used to complete the EPA.



Delivery

Tutor-led remote and face-to-face training and portfolio building.

TOPICS COVERED DURING TRAINING

To develop the knowledge, skills and behaviours required for this standard, you will cover topics such as: leading people, managing people, building relationships, communication, operational management, project management, finance, self awareness, management of self, problem solving and decision making. You will need to not only demonstrate your knowledge but also have to apply this to your practice. Behaviours within this standard include: taking responsibility, inclusivity, agility and professionalism.

GATEWAY AND END POINT ASSESSMENT (EPA)

We will work with you and your employer to decide when it is time to start your EPA. You will enter 'gateway' once you have maths and English achievements to level 2 and be prepared and supported by us for two components. To complete your apprenticeship you will need to achieve EPA.

- **Presentation with Q&A** - 50% - Presentation and questions with answers - you will be required to prepare and deliver a presentation followed by questions and answers based on topic(s) within the apprenticeship. This is set post gateway by the End Point Assessment Organisation.
- **Professional discussion underpinned by a portfolio of evidence** - 50% - A discussion to cover the relevant knowledge, skills and behaviours. The portfolio is designed to support your responses and must be submitted at gateway.

PROGRESSION OPPORTUNITIES

Depending on the development of your role there are a number of options:

- Level 4 Associate Project Manager
- Level 5 Operations Manager

