

Team Leader

Level: 3

Typical Duration: 12 - 18 months

Possible Job Role: Supervisor, Team Leader,
Project Officer, Shift Manager

Course Overview

A team leader is the first line of management, with operational/project responsibilities, or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals.

The aim of the Team Leader Apprenticeship is to give learners the knowledge skills and behaviours to achieve team leader/supervisor goals. The role involves supporting, managing and developing team members; managing projects; planning and monitoring workloads and resources; delivering operational plans; resolving problems, and building relationships, both internally and externally.

Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the organisation. This is a diverse role and could take place in a variety of sectors and settings.

Qualification Achieved

On completion of this apprenticeship, you will hold a Level 3 Team Leader Apprenticeship. Additional qualifications achieved include:

- Level 2 Functional Skills Maths
- Level 2 Functional Skills English

Progression

The role may act as a gateway to further career and training opportunities, including, but not limited to:

- Level 5 Operations Manager Apprenticeship
- Team Leader
- Department Lead

Learners who complete the above qualifications will also be eligible for registration as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support professional career development and progression.

Learning & Assessment

Apprentices will be assigned a dedicated tutor. The tutor will visit monthly in the workplace, as well as being on hand to support throughout the duration of the apprenticeship programme. The frequency of these sessions may be more, depending on the needs of the apprentice.

End Point Assessment

Each apprentice must undergo an independent end-point assessment to determine the outcome of their apprenticeship. The assessments will evaluate the knowledge, skills and behaviours gained during their programme. The methods in which this apprenticeship is assessed are:

- Test of knowledge using scenario based questions
- Assessment of portfolio of evidence
- Competency-based interview
- Professional discussion relating to CPD activity

Entry Requirements

The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher.

Hire an Apprentice

We can work with you to source a suitable applicant for your organisation or you can up-skill your existing employees.

If the employee is under 19 and your business has fewer than 50 employees, there will be no cost for the training. If they are over 19 and/or your business has over 50 employees then you will contribute 5% towards the cost of the training. For any businesses paying into the levy, all training costs will be covered.

Recruitment

With our Talent Match recruitment service, Talent Bank, we will advertise your vacancy, screen applicants and pre-interview potential prospects in order to ensure you only interview the most appropriate candidates for your vacancy – all free of charge.

E-Portfolio

We offer a dedicated virtual learning platform which allows learners to keep on track of their course. In addition to this, it allows our tutors and employers to keep up-to-date with the progression of learners.

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