

Apprentice Academy Training Sessions

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Principles of Team Leading

2
Self-awareness & Development

3
Managing People

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Principles of Project Management

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Operational Management Strategies

5
Communication Skills & Learning Styles

4
Building Relationships & Decision Making

8
Financial Management

9
CPD & Personal Development

10
Team Leading Behaviours

11
Influencing Change

15
End Point Assessment

14
Preparation for End Point Assessment

13
Knowledge Test & Portfolio Submission

12
Preparation for Knowledge Test & Finalising Portfolio

Team Leader / Supervisor Apprenticeship

Level 3



PROFESSIONAL
APPRENTICESHIPS

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TEAM LEADER / SUPERVISOR APPRENTICESHIP STANDARD - LEVEL 3

Eligibility

- Must be a driven and ambitious individual
- Must be a minimum of 16 years old
- Must hold 5 GCSE's graded A* to C or 9-5 equivalent
- Must have been a resident in the EU for 3 years

Apprentices will complete the following during this apprenticeship

- A portfolio to showcase the apprentice's team leading skills (See overleaf)
- Professional discussions relating to CPD activity
- Knowledge Test (See overleaf)
- End Point Assessment (EPA) (See overleaf)

What is involved in this apprenticeship?

- 15 month apprenticeship
- 1 day per month delivery in the training academy (month 15 will be EPA)
- Regular employer engagement & updates on progression
- Reviews every 10 weeks between employer, apprentice & Professional Apprenticeships

Expected from the Apprentice and the Employer

Apprentice

- Attend all academy training days
- Ensure 20% of their time every week is working on activities/tasks towards qualification
- Commitment & motivation
- Regular reviews with employer & Professional Apprenticeships
- Take responsibility for their own learning & development

Employer

- Support your apprentice's development
- Allow apprentices to attend training days
- Ensure a minimum of 20% of your apprentices time is spent learning, shadowing & working towards their qualification
- Regular reviews with your apprentice & Professional Apprenticeships
- Allow your apprentice to work on a wide range of managerial tasks

The Team Leader/Supervisor apprenticeship is for someone who can take responsibility for managing a team, project or process. This is a great apprenticeship for anyone who is business minded and has the ambition to progress within a company. This apprenticeship is also excellent for existing employees that have been or are likely to be promoted. They will learn to support, manage and develop team members, manage projects, plan and monitor workloads and resources.

The ideal applicant for the team leader qualification will have studied a business-related qualification at college, sixth form or university or have experience supervising a team. This is an exciting opportunity to begin to climb the career ladder developing skills that can be used in any industry.

What will be in the Portfolio?

The portfolio gives the apprentice the opportunity to document not only how they have developed their leadership skills during the duration of their apprenticeship but also how they have applied their leadership skills and how those skills have impacted their organisation. The development of the portfolio also gives the apprentice the opportunity to explore what potential future directions they might wish to explore in the realms of leadership and management.

What is involved in the Knowledge Test?

This part of the apprenticeship allows the apprentice to demonstrate their knowledge of management theory and behaviours.

End Point Assessment

The End Point Assessment gives the apprentice an opportunity to demonstrate their knowledge & learning to an independent assessor to complete their apprenticeship.

The Progression

Upon completion of this apprenticeship, apprentices will have a firm foundation to enable them to move onto an Operations/Departmental manager apprenticeship.