

# Team Leader / Supervisor



**Level**

**3**

**Duration**

Typically  
16 - 18 months

**Cost** £5,000

## How can a Team Leader / Supervisor apprentice benefit my business?

The Team Leader Apprenticeship will help your business improve frontline management skills, staff retention and workforce skillset. It will give your managers the tools they need to become confident leaders.

## Who is the Team Leader / Supervisor apprenticeship for?

A Team Leader is a first line management role with operational and project responsibilities. They provide direction, instruction and guidance to ensure the achievement of set goals. Whilst specific responsibilities vary between roles, the knowledge, skills and behaviours needed will be the same.

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, and building relationships.

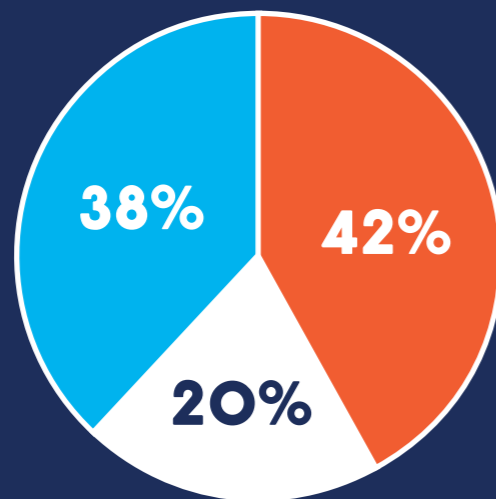
## What will it cost the business to take on an apprentice?

**Levy-paying employers** in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

**Non-levy paying employers:** The government will fund between 95% - 100%\* of the cost of training an apprentice.

\*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan (EHCP).

## How is the '20% off-the-job' training delivered?



Work-based Activity
Self-Study Assessment
Classroom Activity

## Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

## End Point Assessment (EPA)

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Team Leader / Supervisor Standard consists of:

- A presentation followed by a Q&A session
- A professional discussion underpinned by a portfolio of evidence

On successful completion of the EPA, apprentices may choose to register as full members with the Chartered Management Institute and/or the Institute of Leadership and Management, to support their professional career development and progression.

## The Learner Journey

<b>Month 1</b>	<b>Sign up and Induction</b>	<b>Skills scan · Developmental activities · Induction</b>
<b>Months 1-4</b>	<b>On Programme</b>	<b>Knowledge delivery · Interactive workshops · Peer learning</b>
<b>Months 5-14</b>	<b>Portfolio Completion</b>	<b>Skills development · Portfolio building · Tutorials · Custom learning plan</b>
<b>Months 15</b>	<b>Gateway to EPA</b>	<b>Gateway preparations · Mock assessments</b>
<b>Months 16</b>	<b>EPA</b>	<b>Presentation · Q&amp;A session · Professional discussion · Progression routes</b>

## Progression

On successful completion there are several progression routes for your staff based on your business and their specific job role:

- Improvement Technician Level 3
- Associate Project Manager Level 4
- Operations / Departmental Manager Level 5

## Additional 'Optional' Qualification

### ILM Diploma for Leaders and Managers

Cost: £700

As an addition to the Team Leader / Supervisor Apprenticeship, your apprentice can also have the option to develop their knowledge of leadership and management, along with skills to progress in the workplace.

This qualification can be completed in order to gain a nationally recognised qualification as part of the above apprenticeship standard. This qualification will provide the skills training below:

- Develop a range of essential management skills to apply in the workplace
- Build the leadership capability to motivate teams and influence with confidence
- Gain a broad understanding of key management and leadership theory to underpin and support growth and performance

The aim of this qualification is to support your preparation for the End Point Assessment (EPA) but is not essential.