

Team Leader / Supervisor

Level

3

Duration

Typically 16-18 months

Levy Cost £5,000

Non-Levy Cost
Fully funded or 5% (£225)

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?

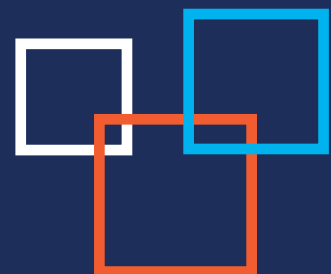
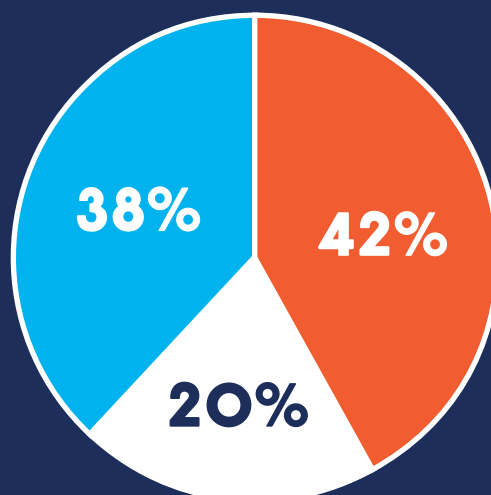
Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

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?

Apprentices will attend college once a month. In-between sessions, apprentices will have access to online resources via our e-portfolio system and a dedicated study guide for each module.



Blue	Work-based Activity
Orange	Self-Study Assessment
White	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

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

Progression

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

- 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.