



Team Leader Supervisor Level 3

An ideal programme for professionals who are new to management, or for those looking to develop their leadership skills to improve their performance.

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

Learners must carry out the duties of a first line manager to evidence, carrying out performance reviews, conducting and implementing operational plans, setting SMART targets for individuals and the team. Leading, managing, coaching and mentoring a team and individuals, dealing with conflict within the business, building internal and external stakeholder relationships, understanding of

HR systems and legalisations, planning and running a project and manage the team and resources to reduce Carbon Footprint and reduce business costs.

During the course learners will develop a range of essential management skills that can be applied in the workplace. They will also gain a thorough understanding of management theories to support their practice and learn how to build leadership capabilities to motivate teams and drive business.

Duration

Typical duration to gateway - 15 months EPA period up to 3 months.

Entry Requirements

Applicants must; be a new or experienced manager/supervisor or team leader looking to develop and improve their practice and have the support of their employer to undertake the programme. They must achieve the required level of Maths and English as part of the apprenticeship if recognised qualification is not already held.

Benefits to Learner

1. Develop a range of essential management skills they can apply in their workplace
2. Understanding of management theories to support their practice
3. Build leadership capabilities to motivate teams and drive business

Benefits to Business

1. Motivated and productive managers
2. Strong leaders that support business growth

Commitment and Delivery

Mandatory off the job training hours must be carried out each week, these hours will be calculated, based on the individuals contract size. A maximum of 6 hours a week will need be carried by those working a 30+ hour week.

Learners must attend a mandatory monthly group class session. Learning will be evidenced through class activities and the completion of a learning log at the end of each session. The class tutor will provide both verbal and written feedback on progress. These sessions can count towards off the job training hours. Please note although the majority of class sessions may take place via Microsoft Teams, your tutor may ask you to attend classroom sessions at one of our centres.

Enrichment sessions could be available to further support and consolidate learning, these sessions are not mandatory however these hours can count towards off the job training hours.

A minimum of one monthly meeting with a dedicated tutor who will guide and support learners on a one-to-one basis. The tutor will monitor individual progress and set appropriate learning activities, set SMART targets throughout the

apprenticeship and prepare them for their End Point Assessment. These meetings may take place over Microsoft Teams or in the workplace.

Learners will build a portfolio of evidence, comprising of knowledge, skills and behaviours. Work will be assessed and marked.

Our blended approach means that our programmes are flexible and enable apprentices to experience a range of learning and support opportunities in a variety of formats such as online or at one of our centres.

Reviews of progress are carried out every 12 weeks with the learner, their line manager and the tutor.

End Point Assessment (EPA)

Presentation with questions and answers (50 minutes): Following a discussion with the employer, the apprentice will be given their presentation topic post gateway by the EPAO, to enable demonstration of competence which allows the opportunity to draw on what they have learnt and experienced during their apprenticeship, to include a summary of their role as a team leader and what they do and how that is relevant to their role and organisation.

The Q&A led by the end point assessor, will provide scope for the Apprentice to demonstrate their full competence.

Professional Discussion underpinned by a Portfolio of evidence (60 minutes): Conducted remotely by the end point assessor, this will comprise an in-depth two-way conversation, structured to enable the Apprentice to demonstrate their occupational competence drawing on evidence submitted in their portfolio and through their learning.

Learners will receive a Pass or Distinction upon the successful completion of the apprenticeship.

Progression

This apprenticeship aligns with The Chartered Management Institute for Associate Membership. The learner could also go onto a Level 5 Operations Manager apprenticeship or a Level 5 Coaching Professional apprenticeship.

Contact

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