



APPRENTICESHIP OUTLINE

TITLE: Apprenticeship in Team Leading/Supervising

LEVEL: Level 3

Introduction

This Apprenticeship is designed for first line managers where they are responsible for managing a team to deliver a clearly defined outcome. This Apprenticeship can typically be completed within 12-18 months.

Who should take this qualification?

Those who have responsibilities for supporting, managing, and developing team members, managing projects, planning, and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally. Roles may include Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, and Shift Manager.

Qualification Content and Assessment Information

Study Location: Work based

How is the Apprenticeship delivered? All learners will achieve the apprenticeship however a qualification such as the level 3 Diploma in Management or equivalent would be recommended. Where a qualification is not used there will be provision of underpinning knowledge and training in conjunction with the employer which is regularly assessed. There will be regular performance reviews between the apprentice and their line manager. The learner will develop a portfolio of evidence including feedback from line manager, peers, and stake holders. All standards lead to an end assessment which is planned for by the training provider and the employer but assessed by an independent organisation.

Assessment and Exams: Functional skills level 2 Maths and English is a requirement unless the learner has proven exemption of GCSE A-C grade. The apprenticeship is an on- going assessment of learners work plus evidence of developing knowledge and skills in the following areas;

- Leading people
- Managing People
- Building Relationships
- Communication
- Operational Management
- Project Management
- Finance
- Awareness of self
- Management of self
- Decision Making

And can demonstrate the following behaviours;

- Taking responsibility
- Inclusivity
- Agility
- Professionalism

Evidence methods would include Observation, Discussion, Expert Witness, Assignments, and Employer Reports. Learners are allocated an experienced assessor who will have competency in your field and will support and guide the learner and ensure that the range of evidence produced fulfils the following criteria;

Valid is relevant to the standards for which competence is claimed

Authentic is produced by the learner

Reliable indicates that the learner can consistently perform at this level

Current is sufficiently recent to create confidence that the same skill, understanding or knowledge persist at the time of the claim

Sufficient fully meets the requirements of the standards

General Information

Payment Options: This apprenticeship is available via the employers Levy fund. Non-levy payers can contact us for the most up to date information.

Start Date: This is a rolling programme. Start date is by arrangement.

Entry requirements: There are no formal entry requirements although a good standard of English and Maths is necessary and initial assessments are offered to learners without prior achievement. From May 17 learners with previous Degrees are eligible providing the apprenticeship chosen demonstrates new knowledge, skills, and behaviour.

Where could this lead?

On completion apprentices may go on to further their professional career in management or related areas.

