

UKTD



Team Leader/Supervisor Level 3 Apprenticeship

Course Information

Occupation

A team leader/supervisor is a first line management role, with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

Roles/Occupations may include:

- Supervisor
- Team Leader
- Project Officer
- Shift Supervisor
- Foreperson
- Shift Manager

Course content:

- supporting, managing and developing team members
- managing projects
- planning and monitoring workloads and resources
- delivering operational plans
- resolving problems
- building relationships internally and externally

Course Structure

This is the substantive part of the apprenticeship and includes both on-the job and off-the-job training and assessment. Throughout this stage, the apprentice will develop the skills, knowledge and behaviours outlined in the two-page Standard. It is important that quality checks are built in to ensure full coverage of the Standard.

Three key stages to the delivery of the apprenticeship:

- On Programme
- Gateway
- End Point Assessment

The End Point Assessment (EPA) is made up of four components:

- Knowledge Test using scenarios and questions
- Structured competency based interview
- Assessment of portfolio of evidence
- Professional discussion relating to CPD activity

Duration - Typically this apprenticeship will take 12 – 18 months

Qualifications – Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

Progression – On completion, apprentices may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression.



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How to Apply

You can contact us in the following ways:

Go to our website: www.uktd.co.uk

Telephone: 01442 230130

Email enquiries@uktd.co.uk

Or find us on:



UK Training & Development



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