

## Team Leader Level 3



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# Team Leader

**Level:** 3

**Duration:** 13 - 16 Months

## Entry Requirements:

- Candidates should already be working at a supervisory level and have direct line reports within their job role.
- The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher.

## Overview:

The Team Leader apprenticeship is suitable for individuals who are working in a first line management role. It is a great opportunity for colleagues working within a leadership role to further develop people management skills and learn new techniques that can be implemented into their workplace. With our bespoke programme design, this qualification is great for those that are new to leadership or are experienced leaders. If you're looking to stretch your development this qualification is for you.

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 internally and externally. Roles/Occupations may include: Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, and Shift Manager.

## Qualification Achieved:

- Team Leader / Supervisor Level 3

## Key Topics:

- Supporting, managing and developing team members
- Managing projects
- Planning and monitoring workloads and resources
- Delivering operational plans
- Decision making and resolving problems
- Building relationships internally and externally
- Financial skills
- And much more...

## Assessment Methods:

A variety of assessment methods will be used to demonstrate knowledge and competence:

- |                    |                       |
|--------------------|-----------------------|
| ▪ Workbooks        | ▪ Discussions         |
| ▪ Product evidence | ▪ Witness testimony   |
| ▪ Observation      | ▪ Reflective accounts |

## End Point Assessment

End point assessment or "EPA" has been created to assess the knowledge, skills and behaviours gained throughout the qualification. EPA is conducted by an external independent body chosen by the employer. EPA offers the chance to showcase your skills and be awarded a grade that reflects your performance. EPA will consist of the below activities:

- Presentation and Q&A
- Professional Discussion underpinned by Portfolio of Evidence