

# Team Leader/Supervisor Level 3 Apprenticeship

Team Leader/Supervisor is a first-line management role, with operational and project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They will provide direction, instructions and guidance to ensure the achievement of set goals.

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.

## OVERVIEW OF PROGRAMME

Below are examples of what the Apprenticeship may include. By selecting specified units, Apprentices can also work towards achievement of the ILM Level 3 Diploma and in doing so, will also cover most of the knowledge and skills required for the Level 3 Apprenticeship.

- 🌿 Awareness and management of self
- 🌿 Leading and managing others
- 🌿 Decision making and problem solving
- 🌿 Building a high-performance team
- 🌿 Organisational governance
- 🌿 Communication and building relationships
- 🌿 Data security and change management
- 🌿 Finance and budgets
- 🌿 Project management

## END POINT ASSESSMENT

To successfully complete the Apprenticeship, each Learner must pass an independent End Point Assessment, which includes:

- **Consultative Project**
- **Professional Discussion**

Successful outcome will be graded as either Pass or Distinction.

## DELIVERY STRUCTURE

Programme delivery is flexible and is tailored to meet industry, sector and roles needs. Apprentices benefit from a blended learning programme that includes:

- Skills coach and tutor support
- Online learning and delivery sessions
- Self-study tasks
- Regular progress reviews, calls or visits with their skills coach
- English/Maths specialist tutor support where required

**GIVE YOUR EMPLOYEES  
THE OPPORTUNITY TO  
ELEVATE THEIR CAREER  
WITH AN APPRENTICESHIP AND  
BECOME A LEADER IN YOUR  
BUSINESS TODAY...**



## SKILLS AND BEHAVIOURS

---

- Leading people
- Managing people
- Communication
- Driving performance
- Operational management
- Decision making
- Building relationships
- Takes responsibility
- Inclusive
- Adaptability
- Agile
- Professionalism

## KEY INFORMATION

---

- Duration of Programme:** 14 months
- Qualifications Gained:** Level 3 Apprenticeship in Team Leader/Supervisor, ILM Level 3 Diploma in Management (embedded qualification), Level 2 in Functional Skills Maths and English (if applicable).
- Typical Job Roles:** Team Leader, Supervisor, Project Officer, Foreperson and Shift manager/supervisor
- Progression:** Upon completion Apprentices can register as full members with the Institute of leadership and management and/or the Chartered Management Institute. Those with 3 years of management experience can apply for Chartered manager status through the CMI. Progression to the Degree Level apprenticeships for Leadership and Management may be possible
- Programme Value:** £4,500 (funded by Levy or Government funding depending on company size)

**SRA**pprenticeships 

To discuss Apprenticeships or any of our other services,  
please get in touch today.

[sr-apprenticeships.co.uk](http://sr-apprenticeships.co.uk) | [hello@sr-apprenticeships.co.uk](mailto:hello@sr-apprenticeships.co.uk) | 01949 20976