



Team Leader Level 3 Apprenticeship

OVERVIEW

The broad purpose of the occupation is a team leader role, with operational and project responsibilities. They will have responsibility for managing individuals, a team, or elements of a project. They provide direction, instructions, and guidance to ensure the achievement of set goals. Team leaders are vital for the smooth functioning of all departments in any organisation and are often responsible for ensuring the function is correctly administered and maintained in line with legislation of the organisation's procedures. In their daily work, an employee in this occupation interacts with their colleagues from other internal departments such as operational functions, HR, finance, legal, IT, sales, and marketing. This role also includes interaction with external stakeholders such as customers, clients, or suppliers. This role may involve off-site and hybrid working. An employee in this occupation will be responsible for supporting, managing, and developing individuals, managing projects, planning, and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

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/Math specialist tutor support where required

TYPICAL OCCUPATIONAL DUTIES AND RESPONSIBILITIES

- Sets, monitors, and manages objectives and performance which link to organisational outcomes
- Manage resources to deliver tasks within budgets & targets
- Contributes to the training and ongoing development needs of the individual or the team
- Collates and interprets data and shares outputs with stakeholders to support decision-making
- Contributes to projects, initiatives, and their implementation to achieve organisational goals
- Monitors and applies operational policies, relevant legislation, and regulation, and makes recommendations to ensure individual and team compliance
- Identifies, assesses, and monitors potential risks, and supports the mitigation of risk within the organisation
- Contributes to change and support others through change
- Support the development and implementation of sustainable operational plans to achieve organisation goals
- Lead and manage the team to ensure the application of equity, diversity, and inclusion principles
- Collaborates and builds relationships with stakeholders to identify and support improvement opportunities
- Communicates information to drive operational activities and improve organisational performance
- Manage the team and resources to reduce carbon footprint and reduce business costs

KEY INFORMATION

- 🌿 **Duration of Programme:** 15 months
- 🌿 **Qualifications Gained:** Level 3 Apprenticeship in Team Leader, ILM Level 3 Diploma in Management (embedded qualification), Level 2 in Functional Skills Math 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:** £5,000 (funded by Levy or Government funding depending on company size)