



TEAM LEADER AND SUPERVISOR LEVEL 3

OVERVIEW

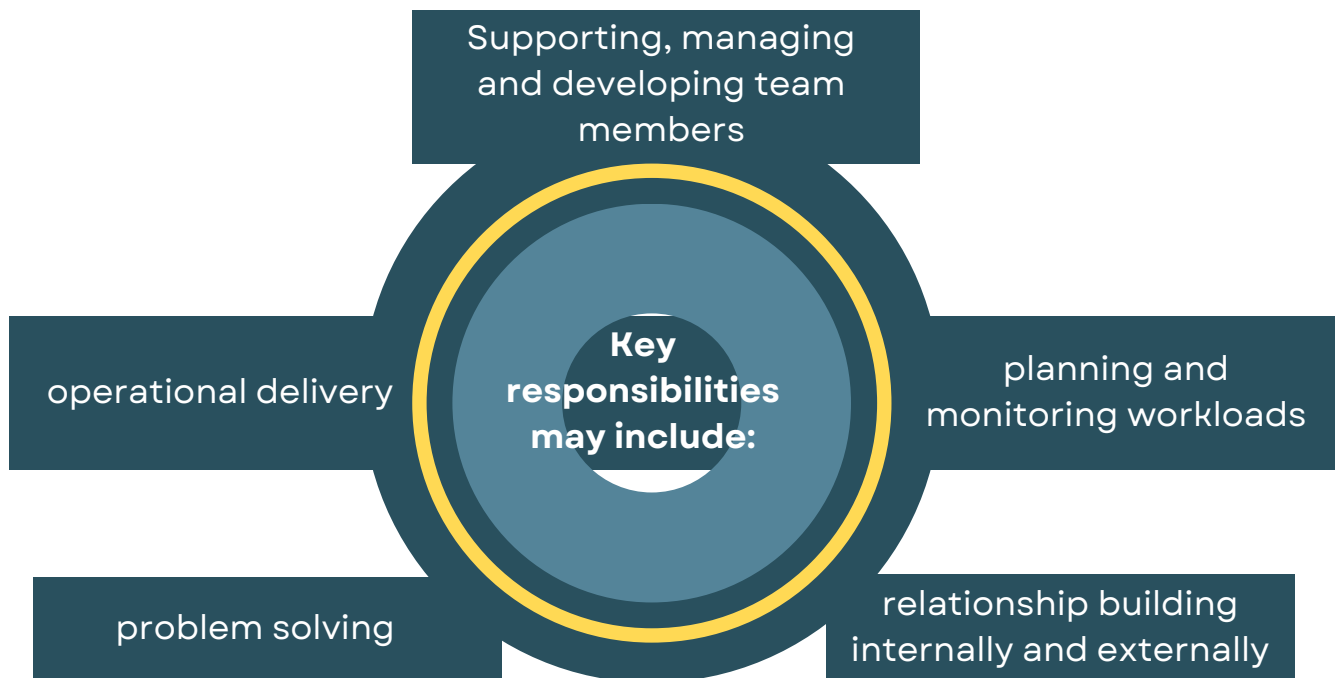


TEAM LEADER & SUPERVISOR LEVEL 3 APPRENTICESHIP OVERVIEW



Team leaders and Supervisors are key to organisational success and work across all industries.

Typical Job Roles: Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, and Shift Manager



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Learn to manage teams effectively



Drive performance and contribute to organisational success



Lead teams with confidence



Handle complex challenges



Promote a positive workplace culture



Programme

Length

18 months

Delivery Method

Programme

delivered via 1-1

or group

sessions and

practice

assessments at

the workplace

PROGRAMME DELIVERY

Learning Journey:

Induction and Foundation (Months 1-3)

Core Skills Development (Months 4-6)

In the initial months, apprentices will establish a solid foundation in key areas such as time management, leadership styles, and understanding organisational culture.

These modules will introduce the core concepts and techniques necessary for effective leadership and team management.

Advanced Knowledge and Skills (Months 7-9)

During this phase, the focus will shift to developing essential skills in equality, diversity, and inclusion, as well as coaching in the workplace. Apprentices will also delve into human resources and legal aspects, ensuring they understand the legal frameworks and HR practices critical for managing teams.

Developing Specialised Skills (Months 10-12)

During this phase, the focus will shift to developing essential skills in equality, diversity, and inclusion, as well as coaching in the workplace. Apprentices will also delve into human resources and legal aspects, ensuring they understand the legal frameworks and HR practices critical for managing teams.

Applied Leadership and Management (Months 13-15)

As apprentices progress, they will focus on customer and stakeholder management, various forms of communication, and conflict management. These specialised skills are crucial for managing relationships, communicating effectively, and resolving conflicts within the team.

End point Assessment (Months 16 - 18)

The last three months are dedicated to the End Point Assessment (EPA). Apprentices will compile and finalise their portfolios, prepare for knowledge tests, and participate in professional discussions and observations. Regular review sessions with employers and training providers will provide essential support and feedback, ensuring apprentices are fully prepared for the EPA.

PROGRAMME MODULES

The Delivery Model is broken down over 16 topics:

- Understanding Time Management
- Leadership Styles & Organisational Culture
- Equality, Diversity & Inclusion
- Coaching in the Workplace
- Human Resources
- People & Team Management Models
- Performance Management
- Developing Self-Awareness
- Customer & Stakeholder Management
- Effective Communication
- Conflict Management
- Change Management
- Project Management
- Problem solving & decision making
- Understanding finance
- Organisational Strategy

These modules have been designed to ensure that every learner acquires the knowledge, skills, and behaviours outlined in the Level 3 Team Leader or Supervisor apprenticeship standard.

The curriculum is strategically sequenced to provide learners with a solid foundation in leadership and management fundamentals during the initial stages of the programme, progressing to more technical and advanced concepts as they move forward.

END POINT ASSESSMENT

Must be completed in this order

ON-PROGRAMME
LEARNING

PRESENTATION WITH
QUESTIONS
AND ANSWERS

PROFESSIONAL
DISCUSSION
UNDERPINNED BY
A PORTFOLIO
OF EVIDENCE

GRADING AND
DETERMINATION

GATEWAY

ESFA CERTIFICATION

Minimum
18 months
on-programme
learning

Requirement
for Gateway
English and
maths at
Level 2

Requirement
for Gateway
completed portfolio
of evidence to
support
the professional
discussion

The presentation will
usually be 20 minutes
in duration and is
followed by questions
and answers of 30
minutes.

60 minute
professional
discussion
underpinned
by the learner's
portfolio
of evidence

Grading
Distinction,
Pass or Fail

ered
ass

apprenticeships