

Course Title:

CMI (Chartered Management Institute) Team Leader/Supervisor Apprenticeship Level 3

Overview

The Team Leader/Supervisor Apprenticeship is accredited by the Chartered Institute of Management. Staff learn on the job, applying new skills to their existing role. The apprenticeship is suitable for those who are, or wish to become, team leaders and/or supervisors. This includes individuals who are at the start of their career that wish to become team leaders/ supervisors as well as those aspiring or existing managers who may already have developed practical experience but who wish to develop their theoretical understanding of management skills further.

What will I learn?

The apprenticeship covers a wide range of business management skills and knowledge, including organisational performance, interpersonal skills and personal effectiveness.

Example modules

- Principles of Management and Leadership
- Managing a Team to Achieve Results
- Building Stakeholder Relationships Using Effective Communication
- Contributing to the Delivery of a Project
- Managing Daily Activities to Achieve Results
- Managing Budgets and Resources
- Managing Data and Information
- Managing Own Personal and Professional Development

Study Method – Online and On Campus

We have partnered with [Mindful Education](#) to deliver this apprenticeship through our Online and On Campus model.

Online lessons can be accessed at any time, using a mobile, tablet or desktop - meaning apprentices can fit their study around work commitments, minimising disruption in the workplace.

On campus, apprentices benefit from face-to-face classes at College with an experienced tutor. A combination of classroom-based lessons, group exercises and discussion encourage apprentices to apply theory to real-life workplace situations.

This modern, flexible approach to apprenticeship training empowers learners, minimises disruption to employers, and delivers tangible results in the workplace.

Apprentices will attend college and will study online materials during allotted time at work.

How will I be assessed?

Apprentices must pass the end-point assessment in order to achieve the apprenticeship certificate.

The end-point assessment for the Team Leader/ Supervisor Apprenticeship involves a review of the apprentice's portfolio of evidence which is collated during their work/ study time; an externally set knowledge test; and an interview/ competency-based discussion relating to the apprentice's Continual Professional Development Log.

Entry requirements

Individual employers will set the selection criteria for their apprentices though most will be expected to hold 5 GCSEs at grade 6 (C) or higher. Prior experience may also be considered. Apprentices should also have achieved qualifications in English and mathematics at a minimum of level 2 or equivalent. Where this is not the case, apprentices must complete these by the end of the Apprenticeship.

Progression

Upon successful completion of the apprenticeship, there is an opportunity to study CMI courses at level 5 and up to level 8.

Career opportunities

Learners who are aspiring to a management role may progress to roles such as Team Leader, Supervisor, Project Officer, Shift Manager or Foreperson

This Apprenticeship will typically take 1½ years to complete but can take less depending on the prior experience of the individual and the specification of the employer.

Course costs

The cost of the apprenticeship programme is to be confirmed. Levy paying employers can access levy funds to pay for this programme, and our blended learning model can contribute to the 20% off-the-job training requirement.