



# MANAGEMENT - TEAM LEADER/SUPERVISOR

## Level 3, Apprenticeship Standard

### ELIGIBILITY/ENTRY REQUIREMENTS

- Aged 16+ years.
- Grades 4-9 in maths and English, although some employers will accept other relevant qualifications and experience, including a relevant Level 2 qualification.
- Apprentices without English or maths at Level 2 must achieve this prior to taking the end-point assessment.

A Team Leader/Supervisor is a first line management role, with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome.

They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

### APPRENTICESHIP REQUIREMENTS

Managing teams and projects to meet a private, public or voluntary organisation's goals.



## TYPICAL JOB ROLES IN THIS AREA INCLUDE:

Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, Shift Manager.

## PROGRESSION ROUTE:

On completion, apprentices can register as full members with the Chartered Management Institute and/or the Institute of Leadership & Management, and there is an option to progress to level 5 Operations/Departmental Manager.

### KEY FACTS:

<b>Delivery location</b>	Workplace.
<b>Typical duration</b>	18 months.
<b>Study mode/frequency</b>	Blended learning approach and monthly support within the workplace by a dedicated specialised sector assessor. Regular communication throughout the month.
<b>Apprenticeship Standard</b>	Team Leader/Supervisor.
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>• Understand how organisational strategy is developed. Know how to implement operational/team plans and manage resources and approaches to managing change within the team.</li><li>• Understand the project lifecycle and roles. Know how to deliver a project including: managing resources, identifying risks and issues, using relevant project management tools.</li></ul>
<b>Competency/skills or behaviours</b>	Able to take responsibility, inclusive, open and approachable, agile and professional.
<b>Functional Skills</b>	Functional Skills will be required for English and Maths at level 2 if you have not attained a GCSE at grade 4 or above (or equivalent).
<b>Assessment</b>	Test of knowledge using: <ul style="list-style-type: none"><li>• Scenarios with questions</li><li>• Competency based interview</li><li>• Assessment of Portfolio evidence</li><li>• Professional discussion relating to CPD activity</li></ul>

For further information contact **START** on **0161 886 7461** or email **start@tcg.ac.uk**  
Stockport, Trafford, Apprenticeship, Recruitment Team



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