

*Apprenticeship*  
**TEAM LEADER/SUPERVISOR**  
*Level 3*



*train | grow | succeed*

## Apprenticeship TEAM LEADER/SUPERVISOR Level 3

### Why study this course?

Do you want to progress in management?

Is there a requirement for you to help your organisation work more effectively?

Are you currently in a role that would allow you to develop your team leading/supervisory knowledge and skills?

### Who is the course aimed at?

- ▶ First line managers
- ▶ Assistant managers
- ▶ Trainee managers
- ▶ Senior supervisors

### What will you study

- ▶ Level 3 Diploma For Managers
- ▶ Level 2 Functional Skills in Maths and English (exemptions apply)

### Knowledge and skills you will develop

- ▶ Leading people
- ▶ Managing people
- ▶ Building relationships
- ▶ Effective communication
- ▶ Operational management
- ▶ Project management
- ▶ Finance

### Behaviours you will develop

- ▶ Professionalism
- ▶ Responsibility
- ▶ Self management
- ▶ Inclusive
- ▶ Agile

### Entry requirements

- ▶ Level 1 qualification in English & maths or equivalent level through initial assessment
- ▶ Comprehensive skills scan

### How long will it last?

Typical duration: 12 months

### How will it be delivered?

The diploma will be delivered will be delivered in the workplace by your assessor.

Portfolio build coaching towards End Point Assessment will be delivered in the workplace.

Maths and English will be delivered on a flexible basis.

20% off-the-job training during contracted hours.

### How will it be assessed?

The Standard will be assessed through End Point Assessment once the Apprentice, Employer and Assessor have agreed that the apprentice is EPA Gateway ready for:

- ▶ Multiple choice tests
- ▶ Portfolio
- ▶ Professional discussion
- ▶ Presentation with Q & A

### Qualification gained

- ▶ Level 3 Diploma For Managers
- ▶ Institute for Apprenticeships (IFA) certificate
- ▶ Functional Skills in Maths and English if appropriate.

### Progression to further study

Successful apprentices can progress, if opportunity allows, onto:

- ▶ Operations/Departmental Manager Level 5

### Further details

- ▶ Further details on this standard can be found online at: [www.instituteforApprenticeships.org](http://www.instituteforApprenticeships.org)

### Who to contact

- ▶ For more information please contact our Workforce Development Team on 01704 392874