



Team Leader/Supervisor
Level 3



Overview

Apprenticeship: Team Leader/Supervisor

Qualification: Level 3

Duration: 16-18 months

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.



Type of job roles the programme is for

- Front Line Manager
- Team Leader
- Shift Supervisor/Manager

Qualifications

- ILM Level 3
- Functional Skills in Maths
- Functional Skills in English

Progression opportunities

- Associate Project Manager Level 4
- Operations Departmental Manager Level 5
- Chartered Manager Degree Apprenticeship Level 6

Core competencies

- Managing and leading people
- Performance management
- Organisational performance
- Decision making
- Communication
- Operational management

Training Process

Apprenticeship:

Team Leader/Supervisor

Qualification: Level 3

Duration: 16-18 months

- New learners are assessed by a Skills Coach to ensure their suitability for the programme
- After this, they will complete an initial assessment and scoping to identify areas of improvement and development goals
- An apprenticeship induction is then held for new learners, where they will be introduced to the schedule of study

Modules

Ongoing Skills Development Coach Support

1 - Leading People

- Classroom: 1 day

2 - Managing

- Classroom: 1 day

3 - Building Relationships

- Classroom: 1 day

4 - Communication

- Classroom: 1 day

5 - Operational and Project Management

- Classroom: 1 day

6 - Self-awareness

- Classroom: 1 day

7 - Management of Self

- Classroom: 1 day

8 - Problem Solving and Decision Making

- Classroom: 1 day

9 - Finance

- Classroom: 1 day

Gateway

- 16 months

Assessment

- 16-18 months
- Portfolio, Knowledge Tests, Interview, Professional Discussion

Pathway

Apprenticeship: Team Leader/Supervisor

There is a clear GC Education & Skills career pathway for the apprentice once they've completed the Level 3 Team Leader/Supervisor course.

Qualification: Level 3

Duration: 16-18 months

Management Apprenticeship Routes

Level 3

Team Leader/Supervisor Level 3

Level 4

Associate Project Manager Level 4

Level 6

Chartered Manager Level 6