



APPRENTICESHIP STANDARD INFORMATION FOR LEARNERS

Apprenticeship Title	Team Leader/ Supervisor Apprenticeship		
Duration	Expected Duration of 15 - 18 months	Level	3
Overview of the job role on completion of your apprenticeship	<p>The Team Leader/Supervisor Apprenticeship is for someone who can take responsibility for managing a team or discrete project. They can support, manage and develop team members, manage projects, plan and monitor workloads and resources. They can take responsibility for delivering operational plans, resolving problems, and building relationships.</p> <p>It is applicable to professional team leaders, first line managers and supervisors from all sectors - the private, public or third sector - and all sizes of organisation. It will typically take up to 18 months to complete, although the exact duration will be dependent on the previous experience of the individual.</p> <p>This apprenticeship has been designed to provide access to development opportunities for as wide a range of individuals as possible. This includes individuals who are at the start of their career in leadership and management and who wish to take their first steps into professional management. It is also appropriate for those already in management roles who may already have developed practical experience but who wish to develop their theoretical understanding of management skills. On completion, apprentices may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression.</p>		
Breakdown of what will be covered during your Apprenticeship			
Skills			Knowledge
Leading people	Takes responsibility		Leading people
Managing people	Inclusive		Managing people
Building relationships	Agile		Building relationships
Communication	Professionalism		Communication
Operational Management			Operational Management
Project management			Project management
Finance			Finance
Self awareness			Self awareness
Management of self			Management of self
Decision making.			Decision making.
Maths & English requirements			
Apprentices will be required to have the equivalent of/ or have achieved level 2 English and Maths Functional Skills before they can proceed through the Gateway			
Professional Recognition	On completion, apprentices may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression.		
Progression	Associate Project Manager L4 or Operational/Departmental Manager L5 depending on experience and opportunities for progression		

Location	Title	Responsibility	Date Created	Version/updated	Review Date
Marketing and Business Development/ Marketing and Business Development/Fact Sheets/Standards	Learner Standards Information Team Leader	RD	04.17	1	04.18

APPRENTICESHIP STANDARD INFORMATION FOR LEARNERS

Process for completion of the Apprenticeship

On Programme	<p>Regular assessment (involving Employer & Training Provider)</p> <p>Development of portfolio demonstrating learning & development activities with their application in the workplace</p> <p>Through evidence of 360 degree feedback with ongoing development of portfolio</p> <p>Successful completion of Management Diploma or equivalent knowledge building activity (if used)</p> <p>Assessment and to meet Maths & English requirements to complete Apprenticeship</p>	Gateway	<p>The employer, and, if appropriate in conjunction with the Training Provider, will formally sign-off that the apprentice has met the minimum requirements in regards to knowledge, skills and behaviours within the standard and confirm they are ready to move on to the end assessment.</p> <p>This will happen during a meeting involving the apprentice, their line manager and the trainer</p>	End Point Assessment	<p>Involving a range of assessment tools to include;</p> <p>a test of knowledge using scenarios with questions</p> <p>competency based interview</p> <p>assessment of portfolio of evidence</p> <p>professional discussion relative to CPD activities and can be achieved at either pass, merit or distinction</p>
---------------------	--	----------------	---	-----------------------------	--

Location	Title	Responsibility	Date Created	Version/updated	Review Date
Marketing and Business Development/ Marketing and Business Development/Fact Sheets/Standards	Learner Standards Information Team Leader	RD	04.17	1	04.18