



## Team Leader and Supervisor Level 3 Apprenticeship

A Team leader and supervisor is a first line management role, with operational and 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. Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

### Your training will include the following topics:

- Leading People
- Managing People
- Building Relationships
- Communication
- Operational Management
- Project Management
- Finance
- Awareness of Self
- Management of Self
- Decision Making
- Agility & Personal Responsibility
- Inclusivity & Professionalism

### EPA Requirements:

- Presentation on chosen subject
- Professional Discussion underpinned by a Portfolio of Evidence

### Who is it suitable for?

Typical job roles will include Supervisor, Team leader, Project officer, Shift supervisor, Foreperson, and Shift manager

### How long will it take?

A minimum of 14 months training followed by up to 4 months for EPA

### Functional Skills requirement:

You will need to achieve a minimum of level 2 in maths and English or provide evidence of a suitable equivalent achievement. All apprentices will be required to work on maths and English as part of their personal development

### Progression routes

Upon completion of this standard you will be able to progress to a level 4 apprenticeship in a subject specialised area



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