



# TEAM LEADER OR SUPERVISOR

The Team Leader/Supervisor Level 3 Apprenticeship prepares individuals for a career in team leadership and supervision. This apprenticeship covers a range of topics, including leadership styles, communication, team management, performance management, and problem-solving.

Upon completion of the apprenticeship, apprentices will have a solid understanding of team leadership and supervision and will be able to lead and manage a team of individuals to achieve their goals and objectives. They will also be equipped with the skills and knowledge to manage team performance, communicate effectively with team members and stakeholders, and resolve conflicts.

As a Team Leader/Supervisor, they will have a crucial role in ensuring that their team is motivated, engaged, and performing to their full potential. They will also be able to work effectively as part of the wider organisation, collaborate with other departments, and represent their team positively to senior management. With these skills, they will be able to progress to more senior roles within their organisation or pursue further training in leadership or management.



[click here to apply](#)

[view apprenticeship standard](#)



**Level 3**



**£0 to £225**

*Maximum cost for non-levy employers and micro-businesses*



**14+ months**

*Approximate on-programme training (does not include EPA period)*



**£4,500**

*Maximum cost/funding for levy employers*



## Knowledge

- Leading and managing people
- Building relationships
- Communication
- Operational and project management
- Finance
- Awareness of self
- Management of self
- Decision making



## Skills

- Leading and managing people
- Building relationships
- Communication
- Operational and project management
- Finance
- Awareness of self
- Management of self
- Decision making



## Behaviours

- Takes responsibility
- Inclusive
- Agile
- Professionalism

## ENROLMENT TIMELINE

- 01** Complete the online skills scan
- 02** Accept the Team's invitation to an induction session
- 03** Register in Bud (photo evidence of ID required)
- 04** Complete initial assessments (Functional Skills)
- 05** Attend enrolment session
- 06** Sign enrolment forms

CONGRATULATIONS YOU ARE NOW ON THE PROGRAMME




# TEAM LEADER OR SUPERVISOR ROADMAP

Modules are delivered holistically through-out the programme.

15+ months

12+ months

3+ months

Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	Module 7	Module 8	Module 9	Module 10	Module 11	Module 12	End-Point Assessment	
Apprenticeship Induction	Self awareness & management of self	Communication and building relationships	Finance (Organisational governance)	Building a high-performance team	Team Building & Development	Culture and strategy	Operational Management	Problem solving and Decision Making	Leading and Managing People	Project management	End-Point Assessment Preparation		
<b>INDUCTION</b>	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Portfolio of evidence	
<b>KSBs</b>	<b>KSBs</b>	<b>KSBs</b>	<b>KSBs</b>	<b>KSBs</b>	<b>KSBs</b>	<b>KSBs</b>	<b>KSBs</b>	<b>KSBs</b>	<b>KSBs</b>	<b>KSBs</b>	<b>KSBs</b>	Prepare a presentation	
Preparing for your apprenticeship training	Emotional Intelligence Learning Styles Behavioural styles Interpersonal Skills Your impact on others	Communication techniques Importance of Emotional Intelligence Chairing a meeting & presenting information Managing challenging conversations	Compliance and performance from a budgetary, legal and corporate standpoint	Understanding conflict in the workplace Stakeholder relationship management Cross team working Negotiation & influencing skills Providing constructive feedback	Different leadership styles Cross Team Working Manage change & change theories Team Development - Coaching Techniques Situational Management	The importance of organisational culture Organisational strategy How targets are achieved	Developing an organisational strategy Implementing operational plans Managing resources Managing change Understanding data management	Problem solving & decision-making techniques How to analyse data to support decision making	The role of coaching in the workplace Organisational culture Team Management models Motivation techniques HR procedures & requirements Performance management	Planning project Delivering a project Manage project risks & issues Project management tools Project requirements	EPA preparation presentation Mock competency interviews Mock personal development discussions	<b>EPA GATEWAY</b>	<b>LIVE ASSESSMENT</b> Professional discussion based on the portfolio of evidence Presentation with Q&A
1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review		

Formal review every 8-12 weeks

0 - 6 months Functional Skills based on Prior Qualifications and Assessment results

