

TEAM LEADER Level 3

Typical Job roles: Team Leader, Shift Supervisor, Project Lead, Office Manager



Duration: This apprenticeship will typically take 12-15 months + 3 months EPA

Developed by employers including the British Army, John Lewis and Partners, the Co-operative Group and NSPCC, the new Team Leader apprenticeships standard will provide apprentices with the knowledge, skills, and behaviours to be able to manage individuals, a team, or elements of a project. They will be able to provide direction, instructions and guidance to ensure the achievement of set goals. Team leaders are vital for the smooth running of all departments in any organisation and are often responsible for ensuring the function is correctly administered and maintained in line with legislation of the organisation's procedures.

Content

As part this apprenticeship with BePro, the apprentice will study a comprehensive curriculum that will enable them to successfully carry out the 13 occupational duties within the standard. These include:

Managing objectives and performance	Support others through change
Managing resources within budget	Ensure the application of equality & diversity
Overseeing training and development	Build relationships with stakeholders
Identify potential risks within the organisation	Manage the team to reduce carbon footprint

English & Maths

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the End-Point Assessment. Full support will be provided in the form of regular workshops and 1:1's with a dedicated tutor.

On-Programme Coaching and Assessment

Apprentices will attend live online workshops to gain the knowledge that is required to become a competent Team Leader. In addition, they will complete a variety of online and work-based activities to enable them to develop their skills and behaviours and demonstrate competence within their role. Development coaches will meet with apprentices to help them to gather evidence against the apprenticeship standard and conduct observations and professional discussions.

A progress review will take place every 8 weeks with line manager involvement to check on understanding and set personalised targets.



End Point Assessment

The End Point Assessment consists of a presentation with questions and answers and a professional discussion underpinned by a portfolio of evidence. BePro will provide full support with all elements of the assessment including preparation and practice.

Professional Recognition

This standard aligns with recognition by the Chartered Management Institute or The Institute of Leadership of Management. Upon completion of the apprenticeship the apprentice may choose to register as an Associate Member.