



TEAM LEADER

Level 3

🕒 18 Months

A team leader or 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.

PROGRAMME OF STUDY

- Off-the-Job Training Logged
- Portfolio of Evidence - referenced to KSBs
- Level 2 Functional Skills Maths - if required
- Level 2 Functional Skills English - if required

FUTURE OPPORTUNITIES

- Supervisor
- Team Leader
- Project Officer
- Shift Supervisor
- Shift Person
- Foreperson

OUR PARTNERS



KNOWLEDGE

- Leading People
- Managing People
- Building Relationships
- Communication
- Operational Management
- Project Management
- Finance
- Awareness of Self
- Management of Self
- Decision Making

SKILLS

- Leading People
- Managing People
- Building Relationships
- Communication
- Operational Management
- Project Management
- Finance
- Awareness of Self
- Management of Self
- Decision Making

BEHAVIOURS

- Takes Responsibility
- Inclusive
- Agile
- Professionalism



RESULTS

100%

EPA Pass rate with 63% of learners achieving a Distinction

EXCELLENT

reviews from employers and learners on 'Find an Apprenticeship'

97%

of our learners are satisfied with their overall learning experience



END POINT ASSESSMENT (EPA) REQUIREMENTS

PRESENTATION WITH QUESTION AND ANSWERS

- Presentation title provided post-gateway by the end point assessment organisation
- Presentation to be completed and submitted to end point assessment organisation within two weeks of receiving title
- Presentation and question and answer session will take place within two weeks of submission date
- Presentation and question and answer session typically 50 minutes in duration – 20-minute presentation followed by 30-minute 1-to-1 Question and Answer
- Presentation can be given using any method for example, PowerPoint, flip chart, posters, and handouts
- After the presentation, the independent assessor will ask a minimum of five questions – one from each of the following KSBs:
 - Team building and development
 - Communication
 - Organisational culture and strategy
 - Problem solving
 - Data analysis
- During the Question and Answer, the presentation can be referred to

PROFESSIONAL DISCUSSION UNDERPINNED BY PORTFOLIO OF EVIDENCE

- The independent assessor will use the portfolio of evidence submitted at gateway to identify areas for the professional discussion
- The professional discussion is typically 60 minutes in duration
- The professional discussion is a two-way conversation between apprentice and independent assessor
- Discussion will include six competency-based questions plus additional open-ended questions decided by the independent assessor
- Portfolio of evidence can be referred to throughout the professional discussion
- The portfolio of evidence itself is not graded