

# Team Leader/Supervisor Level 3 Apprenticeship Standard



## Overview

The Team Leader / Supervisor Level 3 Apprenticeship prepares you with the skills required to develop your career in a business setting. ILM (Institute of Leadership & Management) qualifications are ideal for aspiring professionals taking their first step into line management, or for those with some experience of managing a team in one of the following or similar roles:

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

With this Apprenticeship Standard designed for team Leaders / supervisors, you will learn everything you need to develop your team leading and supervisory skills further. More than that, you will continually have the opportunity to practice and embed your new skills in a real work context whilst working and progressing in your team leading role.

Becoming a team leader or supervisor is a skill for life and can open doors to a long and rewarding career. As a qualified team leader or supervisor, you could work in a variety of areas, industries and sectors.

Upon completion of this Apprenticeship, you will qualify with a NCFE Level 3 Diploma for Managers plus Level 2 functional skills in Maths and English.

## Outline of Programme

In order to undertake this Apprenticeship, you will already be working in a supervisory role. Key responsibilities may include: Supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans and resolving problems.

The standards set out in the Apprenticeship will develop your leadership skills and teach you how to develop your leadership style and understand the benefits of coaching to support people and improve performance.

Our professional tutors will deliver training and provide coaching and resources to develop your skills, knowledge and behaviour in the following key areas:

| <b>Skills</b>          | <b>Knowledge</b>       | <b>Behaviours/Attitude</b> |
|------------------------|------------------------|----------------------------|
| Leading People         | Operational Management | Takes Responsibility       |
| Managing People        | Project Management     | Inclusive                  |
| Building Relationships | Finance                | Agility                    |
| Communications         | Management of Self     | Professionalism            |
| Project Management     | Decision Making        |                            |
| Managing Conflict      |                        |                            |

Tutorials are supported by regular reviews with a dedicated Professional Tutor, ILM workbooks, online learning resources, one-to-one mentoring, self-guided study and a workplace project.

### **Cost**

There are two options available;

- Levy Paying Employer – funding is drawn down from the employer levy pot
- Non-Levy Employer – co-funding available, please contact us for details

### **Important Information**

- All Apprenticeships are subject to strict eligibility criteria
- Learners are required to work in the care sector for a minimum of 16 hours per week
- Learners are required to be fully committed to complete the course
- Employers are required to fully support the learner and delivery programme
- Apprenticeships require evidence of 20% off the job training and include Functional Skills English & Maths