

# Team Leader / Supervisor

## Level 3 Apprenticeship

A team leader/supervisor is a first line management role, with operational/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.

**Duration:** 18 months

**Where and how will I study:**

One day per month masterclass at Training 2000, Blackburn or weekly classes taught online.

For those attending the monthly masterclasses six hours per week need to be dedicated towards portfolio work and training in the workplace

**Entry requirements:**

A minimum of five GCSE at grade 4 (C) or above including Maths and English AND aspiring to be a team leader/supervisor with exposure to that role. You may have to complete your English and Maths Functional Skills depending on your GCSE grades or if you cannot provide evidence of your GCSE results.

## What you'll learn

**Objectives and performance**

Sets, monitors, and manages objectives and performance which link to organisational outcomes.

**Budgets and targets**

Manage resources to deliver tasks within budget and targets.

**Training and development of team**

Contributes to the training and ongoing development needs of the individual or the team.

**Data**

Collates and interprets data and shares outputs with stakeholders to support decision-making.

**Organisational goals**

Contributes to projects, initiatives, and their implementation to achieve organisational goals.

**Team compliance**

Monitors and applies operational policies, relevant legislation, and regulation, and makes recommendations to ensure individual and team compliance.

**Mitigation of risk**

Identifies, assesses, and monitors potential risks, and supports the mitigation of risk within the organisation

**Change management**

Contributes to change and support others through change.

**Operational plans**

Support the development and implementation of sustainable operational plans to achieve organisation goals.

**Equity, diversity and inclusion**

Lead and manage the team to ensure the application of equity, diversity, and inclusion principles.

**Improvement opportunities**

Collaborates and builds relationships with stakeholders to identify and support improvement opportunities.

**Improve performance**

Communicates information to drive operational activities and improve organisational performance.

**Reducing business costs**

Manage the team and resources to reduce carbon footprint and reduce business costs.

## How you'll be assessed?

At the end of your Apprenticeship you'll go through an end-point assessment (EPA) and be graded a pass or distinction based on a:

1. Project Presentation with questions and answers
2. Professional discussion underpinned by a portfolio of evidence

## Award winning Apprenticeship programme

The Princess Royal Training Awards celebrates employers with outstanding training and skills development programmes which have been proven to have significant positive impact on their business or their staff.

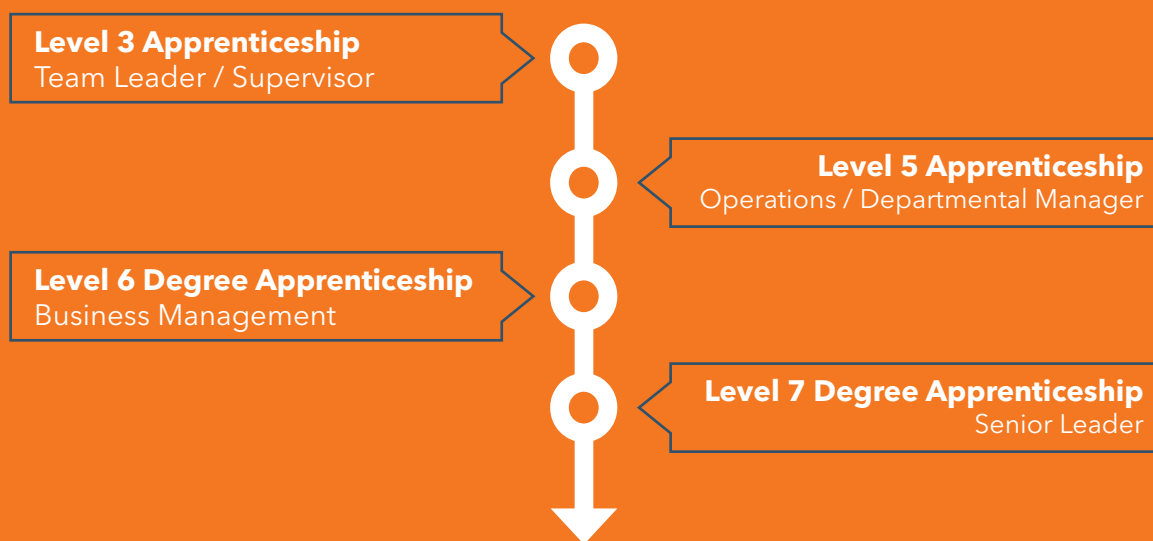


PRINCESS ROYAL  
TRAINING AWARD  
2022

Training 2000 are delighted to have been awarded a Princess Royal Training Award 2022 for driving a shift in leadership culture on our Level 5 Management Apprenticeship programme.

## Your Apprenticeship career path

Below is an example career path showing how you can earn, learn and study up to Degree level with an Apprenticeship. Training 2000 are part of the University of Central Lancashire which makes it easier than ever to progress on to a Degree Apprenticeship or Degree.



The opportunities are endless when you complete a Management Apprenticeship.  
There are no limits to what direction your career could take.

## Interested? Apprenticeships start throughout the year. Apply now!

[www.training2000.co.uk](http://www.training2000.co.uk)  
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