

WE ARE HERE TO HELP APPRENTICES BEE WHAT THEY WANT TO BEE

Team Leader / Supervisor Apprenticeship

1 The Apprenticeship

Team leader/supervisors are natural leaders. They manage people, operations, projects and more to deliver tangible outcomes for their company. As a team leader/supervisor, a successful Apprentice will be in charge of determining their team's direction and utilising their best qualities to achieve the company's goals.

The ability to lead and supervise a team is applicable to almost every industry. People who complete this apprenticeship will have skills to take them into a wide range of positions in the public, private and third sectors. An Apprentice's key duties could include, but are by no means limited to, supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems and building relationships within and outside the business.

For more information on this apprenticeship standard, visit the [Institute for Apprenticeships and Technical Education](#).

Funding Band: 7 (£4,500)

Duration: 12-18 months

Level: 3



2 Initial Assessment Plan

The entry requirement for this apprenticeship will be decided by each Employer, but may typically be five GCSEs at Grade C or higher.



3 On-the-job and Off-the-job training

This is where the entire Apprentice's training and development takes place. They will be busy making sure they have packed all the essential items to complete their journey. This may include a qualification if it is identified as a requirement in the standard.

Throughout the apprenticeship, the Apprentice will be assessed on your knowledge, skills and behaviours in a fashion agreed between the training provider and employer. During the tailored training course, the Apprentice will need to undergo an on-programme assessment of knowledge, skills and behaviour before their final synoptic End-Point Assessment takes place.

Recommended programme (not required)

- The completion and achievement of a relevant Level 3 Diploma in Management or equivalent management qualification recognised by Ofqual equating to at least 370 hours (37 credits); or training providing underpinning knowledge; or training with regular assessments to an equivalent standard, quality and scope that can be evidenced
- Registration with a relevant professional body to provide access to management resources, wider networks and CPD activities
- Regular performance reviews undertaken by the employer
- Development of a portfolio of evidence including reports, assignments, evidence of tasks undertaken, demonstrations, presentations
- Observations (recorded by the training provider)
- Ongoing professional discussions between the Apprentice and the training provider relating to projects and assignments (recorded by the training provider)
- Feedback from the line manager, direct reports and peers including 180/360 degree feedback approaches

4 Gateway

Apprentices without Level 2 English and Mathematics will need to achieve this level prior to taking the End-Point Assessment. The Apprentice’s line manager (employer) will make the decision when they are ready based on their competence and performance. This decision will be supported by input from the Training Provider.

5 End-Point Assessment

There are **two** assessment components:

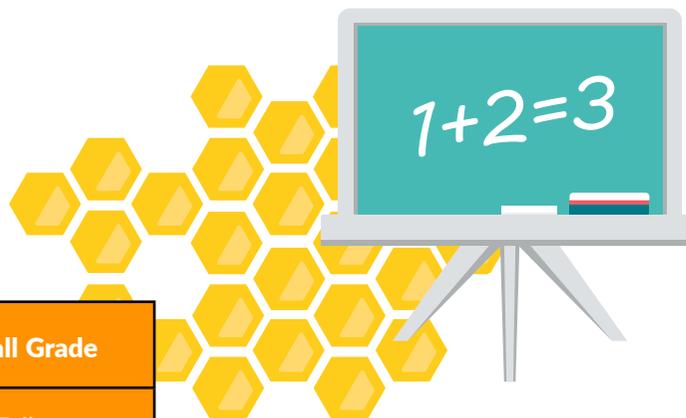
Presentation with Questions and Answers	Professional Discussion (underpinned by Portfolio)
<p>Apprentices will prepare and deliver a presentation to the End-Point Assessor (followed by questions and answers) based on topic(s) covered within the apprenticeship. The presentation should provide a summary of their role as a Team Leader and what they do and how this is relevant to their role and organisation. It should focus on how they tackle current topics and will cover all Knowledge, Skills and Behaviours assigned to this component. A title will be provided for the presentation to be based around.</p> <p>Once the title has been set, the Apprentice has two weeks in which to prepare and submit a copy of their presentation. The presentation will occur within four weeks of the title being set.</p> <p>The presentation will ordinarily last for 20 minutes and the questioning will typically last for 30 minutes for a total time of 50 minutes (plus 10% at the discretion of the End-Point Assessor).</p> <p>This assessment is graded Distinction/Pass/Fail.</p>	<p>This assessment is a two-way structured discussion focusing on the Knowledge, Skills and Behaviours aligned to this assessment component.</p> <p>The Professional Discussion will be underpinned by a Portfolio of Evidence submitted at Gateway. The portfolio will not be directly assessed by the End-Point Assessor, but will be reviewed in preparation for the Professional Discussion. Examples of work products which may be included within the portfolio include but are not limited to:</p> <ul style="list-style-type: none"> • Video/audio extracts • Written statements • Project plans • Reports • Minutes • Observation reports • Presentations • Feedback from managers, supervisors or peers • Papers or reports written by yourself • CPD Log • Personal Development Plan • Performance reviews <p>The Professional Discussion will last for 60 minutes (plus 10% at the discretion of the End-Point Assessor to allow the Apprentice time to complete their final answer).</p> <p>This assessment is graded Distinction/Pass/Fail.</p>

Grading

The grading combinations are shown below.

In order to pass the apprenticeship, the Apprentice is required to pass each component.

Presentation with Questions and Answers	Professional Discussion	Overall Grade
Fail	Fail	Fail
Fail	Pass	Fail
Fail	Distinction	Fail
Pass	Fail	Fail
Distinction	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Pass
Distinction	Distinction	Distinction



6 Completion and Certification

Once the assessor verifies you've successfully completed all End-Point Assessments, TQUK will initiate the certification process. Working with the Skills Funding Agency, we will ensure the Apprentice receives their certificate in recognition of completing their apprenticeship.

7 Occupational competence

On completion, the Apprentice may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression.

