

TEAM LEADER/SUPERVISOR

£ Funding Band: 7 (£4,500) ⌚ Duration: 12-18 months 📊 Level: 3 ★ LARS: 105 📁 Standard N°: ST0384

1. THE APPRENTICESHIP

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.

Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.



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

2. ON-PROGRAMME

The Apprentice must have completed all on-programme elements in order to begin End-Point Assessment:



20%
**Off-the-Job
Training**



Functional Skills*
Level 2 English
and Maths



Portfolio of Evidence
with Mapping and
Tracking Form

Functional Skills*

All Level 3 or higher Apprenticeship Standards require the Apprentice to have successfully completed Level 2 Functional Skills in both English and maths qualifications (or equivalent) in order to progress through Gateway to undertake End-Point Assessment.

3. GATEWAY

In order to enter the Gateway phase, the Apprentice will need to have achieved all the relevant Knowledge, Skills and Behaviours set out in the Apprenticeship Standard. After a meeting between the Apprentice, Employer and Training Provider, it will be the Employer's decision to place an Apprentice through End-Point Assessment.

The Apprentice must have completed all on-programme elements in order to begin End-Point Assessment.

Resources

Training Qualifications UK has developed a range of resources for this Apprenticeship Standard to help the On-Programme Assessor and Apprentice to understand and complete Gateway and each End-Point Assessment component.



As an End-Point Assessment Organisation (EPAO), Training Qualifications UK is required to see evidence of an Apprentice completing the relevant Functional Skills qualification assessments where necessary in order to verify Gateway requirements have been met. To find out what evidence Training Qualifications UK will accept for this Apprenticeship Standard, see our **Level 3 or Higher Apprenticeship Functional Skills guidance** on Verve EPA under the Support Materials.

4. END-POINT ASSESSMENT

The synoptic End-Point Assessment will consist of **two** components. In order to pass the apprenticeship, the Apprentice is required to pass each component:



Presentation with Question and Answers

The Apprentice will deliver a 20-minute (+10% variance) presentation based on a title provided by the End-Point Assessor following Gateway. The title will allow the Apprentice the opportunity to draw upon what they have learned and experienced during their apprenticeship.

The presentation will be followed by a 30-minute (+10% variance) question and answer session. The End-Point Assessor will ask a minimum of five questions, with one question for each of the assessment areas.

★ **Distinction, Pass or Fail**



Professional Discussion

The Professional Discussion is a structured, two-way dialogue between the Apprentice and their End-Point Assessor.

The discussion will be supported by the Portfolio of Evidence submitted by the Apprentice at Gateway. The Portfolio itself is not directly assessed.

Based on their review of the Portfolio, the End-Point Assessor will prepare a minimum of six competency-based questions to prompt discussions related to the Knowledge, Skills and Behaviours assigned to this component.

The Professional Discussion will last 60 minutes (+10% variance).

★ **Distinction, Pass or Fail**

5. GRADING

Once the **two** assessment components are completed, the Apprentice will be provided with an overall grade for their apprenticeship using the following grading table:

Presentation with Question and Answers	Professional Discussion	GRADE
Pass	Pass	Pass
	Distinction	Pass
Distinction	Pass	Pass
	Distinction	Distinction

6. APPRENTICESHIP CERTIFICATION

Once the End-Point Assessor verifies the Apprentice has successfully completed all the End-Point Assessment components, Training Qualifications UK will initiate the certification process. Working with the Education & 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.

“WE PROVIDE QUALIFICATIONS THAT MEET THE NEEDS OF LEARNERS AND EMPLOYERS

Why choose Training Qualifications UK?

We're an End-Point Assessment Organisation for the 21st Century. While some are happy with traditional methods, we look for new ways of working to push the industry, our customers and their Apprentices forwards. We do this with a personalised approach to account management built around your needs, quick and responsive service that aims to respond to enquiries within 24 hours, and innovation that delivers efficiency through technology.

With us, you'll get:

- 1.** Expert, tailored End-Point Assessment support
- 2.** Assessor and Apprentice learning resources
- 3.** Access to our straightforward Apprentice management system, Verve EPA
- 4.** A clear and fair pricing structure
- 5.** Marketing and social media support to share your success

More Information

For more information on this Apprenticeship Standard, visit [The Institute for Apprenticeships](https://www.tq.uk.com/the-institute-for-apprenticeships). Already working with Training Qualifications UK? Contact your dedicated Client Relationship Officer to find out more about this Standard and others. If you're new to Training Qualifications UK, you can get in touch through the below channels.

☎ 03333 583 344 @epasupport@tq.uk.org 🏠 [epa.tq.uk.org](https://www.epa.tq.uk.org)     