



Level 3 Team Leader or Supervisor

An ideal programme for professionals who are new to management, or for those looking to develop their leadership skills to improve their performance.

A team leader or supervisor is a first line management role, with operational and project responsibilities for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals.

They will cover:

- Carrying out performance reviews
- Conducting and implementing operational plans
- Setting SMART targets for individuals and the team
- Leading, managing, coaching and mentoring a team and individuals
- Dealing with conflict within the business
- Building internal and external stakeholder relationships

- Understanding of HR systems and legislations
- Planning and running a project

Duration

Typical duration to gateway - 18 months (this does not include EPA period).

Benefits for Learners

1. Develop a range of essential management skills they can apply in their work place
2. Understanding of management theories to support their practice
3. Build leadership capabilities to motivate teams and drive business

Benefit to the Business

1. Motivated and productive managers
2. Certified staff (ILM)
3. Strong leaders that support business growth

Delivery

Our blended approach means that our programmes are flexible and enable apprentices to experience a range of learning and support opportunities in a variety of formats such as online or at a local ACL centre. The apprentice will have a dedicated tutor who they will meet (online or face to face) once a month who will guide them through their apprenticeship and prepare them for their End Point Assessment. Reviews of progress are carried out every 12 weeks with the learner, their line manager and the tutor.

Additional workshops and seminars will be available to all learners to support additional learning and the 20% off job learning requirement.

Commitment

20% of a learner's contracted hours must be given to support the completion of the programme. Tutor led sessions are a mandatory part of the course along with any other learning activities set by the assessor or tutor. Maths and English may need to be undertaken in addition to the main qualification depending on previous attainment in these areas. It is likely that the learner will be required to undertake research, reading and write ups to support their learning. The programme requires 100% commitment from the learner & employer to ensure successful completion.

End Point Assessment (EPA)

Presentation with questions and answers (50 minutes)

The Apprentice will be given a presentation title post Gateway, to enable demonstration of competence relevant to the KSBs which allows the opportunity to draw on what they have learnt and experienced during their apprenticeship. To include a summary of their role as a team leader and what they do and how that is relevant to their role and organisation. The Q&A led by the EPAO, will provide scope for the Apprentice to demonstrate their full competence.

Professional Discussion underpinned by a Portfolio of evidence (60 minutes)

Conducted remotely by the EPAO, will comprise an in-depth two-way conversation, structured to enable the Apprentice to demonstrate their occupational competence drawing on evidence submitted in their portfolio and through their learning.

Learners will receive a Pass, Merit or Distinction upon the successful completion of the apprenticeship.

Entry Requirements

Applicants must:

- Be a new or experienced manager / supervisor or team leader looking to develop and improve their practice
- Achieve the required level of Maths and English as part of the apprenticeship if a recognised qualification is not already held
- Be employed and have the support of their employer to undertake the programme

Application Process

Applicants will:

- Complete an application form
- Undertake an Initial Assessment test that includes Maths and English
- Have an interview with an ACL team member to assess suitability and eligibility

Employers will:

- Sign a contract with ACL
- Consent to a health and safety checklist to be completed by an ACL team member

Contact

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