



# Team Leader/Supervisor

Level **3** (standard)

2018/19



## About this guide

This guide includes everything you need to know about the Team Leader/Supervisor apprenticeship standard delivered by Apprenticeship Connect. Within this brochure, we will introduce you to who we are and what we do, as well as our partnerships and our commitment to you. You will understand the benefits of life as an Apprenticeship Connect learner and the knowledge and skills you will gain by studying the Team Leader/Supervisor Level 3 course. We will also cover what you should expect from course enrolment to certification and the journey you will undertake to become a highly skilled management professional.

## Who we are

We are an accredited apprenticeship recruitment and training provider delivering quality training courses across England. Our courses are developed in collaboration with specialist curriculum experts to ensure our training programmes offer the very best knowledge and skills to help our learners and employers become exceptional.

## How we work

At Apprenticeship Connect, we understand that everyone is different and what works for one individual may not work for another. So, we take time to get to know you and understand what motivates you, what your interests are and what you want to achieve. Our courses are tailored to the specific training needs and future aspirations of each and every one of our learners. We create individual learning plans that are as unique as you are, ensuring you receive the very best support to get ahead in your chosen career.



## Our record

We have a proven track record of helping individuals achieve their goals, but don't just take our word for it. Our independent feedback scores and learner achievement rates speak for themselves:

### External reviews

Here's how our learners rate us:

**facebook.**

4.7/5 ★★★★★

**Google**

4.4/5 ★★★★★

### Learner statistics



**9/10**

managers said that coaching would have improved their projects

\*ILM Cracking coaching: Five ways to make an impact at work 2018



**95%**

Remain in employment after course completion\*

\*Apprenticeship Connect data 2017/18

## Our partners



Education & Skills  
Funding Agency



## About Team Leaders and Supervisors

A Team Leader/Supervisor is a first line manager 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. Team Leaders/Supervisors are responsible for supporting, managing and developing team members, as well as managing projects, including planning and monitoring workloads and resources. Team Leaders/Supervisors deliver operational plans, resolve problems and building relationships internally and externally.

## About the course

The Team Leader/Supervisor Level 3 course provides learners with the knowledge and skills required to become a certified management professional. Our course is expertly tailored to the job role of a Team Leader/Supervisor and teaches learners the skills required to fulfil a first line management role. The training we deliver teaches learners how to provide direction, instructions and guidance to ensure the achievement of set goals. Our curriculum will teach you how to support, manage and develop team members, manage projects, plan and monitor workloads and resources, deliver operational plans, resolve problems and build relationships internally and externally. Developing these skills will create a concrete platform for your professional development as a certified management professional.

## Our tutors

All our tutors have an employment background in management and real-world exposure to the team leader/supervisor job role requirements. As a business, we invest heavily in continuous professional development (CPD) and our tutors receive regular training to ensure we are continually improving our service. Our tutors are all certified, Disclosure and Barring Service (DBS) checked and quality checked to ensure you receive the very best training and support throughout the programme.

## Course information

Standard reference:	ST0384
Course duration:	18 months
Suitable for:	Team Leader Supervisor Project Officer
Professional recognition:	 
Course fee:	£5,000  Our training courses are either funded by the Government or by employers, depending on the size of the company. Learners are <b>not</b> required to contribute towards the cost of training in any way.

## Eligibility criteria

To qualify for an apprenticeship course, the following criteria must be met:

- be aged 16+ at the time of enrolment
- be a citizen of the UK or European Economic Area (EEA), or have lived in the UK or EEA for the past three consecutive years
- be in full-time employment, working a minimum of 30 hours per week
- not already hold a qualification at level 4/ foundation degree/HNC or above in the same area that you wish to study

## Entry requirements

To be enrolled onto the Team Leader/Supervisor Level 3 course, you must:

- have achieved English and maths GCSEs at a minimum of or above grade C/grade 4 or functional skills level 2 (or equivalent)
- have successfully completed the Team Leader/Supervisor Level 3 entry assessment and achieved a minimum score of level 1 in English and maths initial assessments
- be employed within a job role in which your day-to-day responsibilities support the course syllabus



## Career progression

Apprenticeship courses are developed by trailblazer groups made up of a minimum of 10 employers as well as professional bodies and trade associations, ensuring you study a curriculum that is tailored to a real-world job role. All our courses are approved by the Institute for Apprenticeships (IFA) and our curriculum's are developed with consideration of industry leading awarding body standards, guaranteeing you work towards an approved, professional certificate that is highly relevant in your chosen industry. Completing an apprenticeship will help you develop the knowledge and skills required to excel in your chosen career, providing a concrete foundation for future growth.



After completing your Team Leader/Supervisor Level 3 course with Apprenticeship Connect, you will be eligible to apply for Associate Membership of The Institute of Leadership & Management (ILM).

Being a member of The Institute of Leadership & Management means being part of a growing community of over 30,000 professional members, with access to a wide range of resources that will enable you to become a better leader.

As a member, you will receive access to expert commentary and advice from industry experts, inspiring content, debate and engaging events. You will also be able to build your professional network, collaborating with like-minded members and industry peers and improve your career prospects.



Completion of the Team Leader/Supervisor Level 3 course also allows you to apply for Associate Membership of The Chartered Institute of Management (CMI).

As a member of CMI, you will benefit from a comprehensive range of products and services to help you develop into a better performing manager, capable of making a greater impact within your organisation.

Once registered, you will have access to practical and relevant help, fast advice, handy tools and techniques, new ways to learn and the latest news.

## Course structure

All our courses follow a four-stage structure that includes entry assessments, course delivery, checking progress and assessing development. These stages are:

### Initial Assessments

Prior to enrolment, you will be required to complete initial assessments in English and maths to determine the level you are currently working towards. If you are currently employed within a job role which supports the course curriculum, you will be required to complete an entry assessment form to confirm job suitability. If you are applying for an apprenticeship role sourced by us, this will be completed by our team.

### On-programme Learning

Throughout the duration of the course, you will be supported by your employer and Apprenticeship Connect tutor to develop the competencies necessary to become a certified management professional. On-programme learning will include the teaching needed to help you develop the knowledge, skills and behaviours outlined within the apprenticeship standard. Where necessary, you will also be supported to pass Functional Skills at the level stated within the course outline.

### Gateway

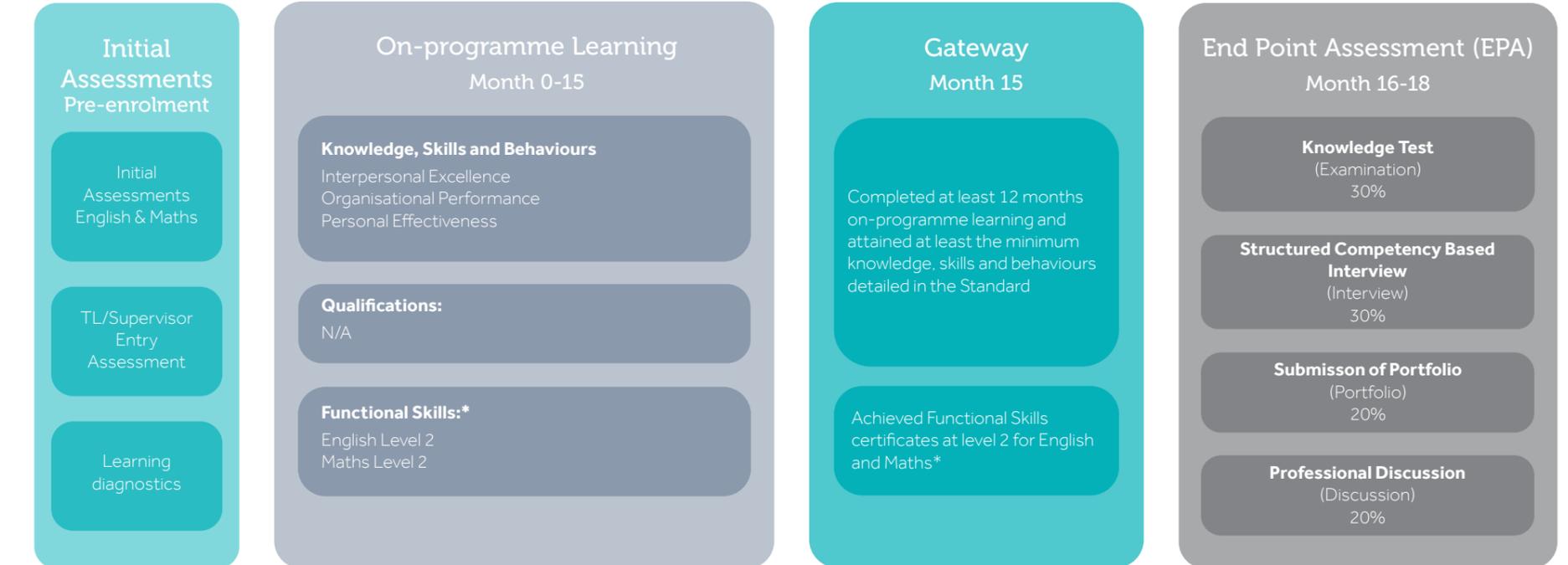
Before you are able to progress to your End Point Assessment, your tutor and employer will make the necessary checks to ensure you have gained the knowledge, skills and behaviours required to complete your course.

### End Point Assessment (EPA)

All apprenticeship standards contain compulsory End Point Assessments which a learner must pass in order to achieve their completion certificate. The EPA takes place once you have completed your on-programme learning and you have successfully met the criteria outlined within the Gateway.

## Course outline

The Team Leader/Supervisor Level 3 course is delivered over 18 months. At the end of month 15, we allow a three-month period for learners to prepare for and sit their End Point Assessment.



\*If you have already achieved GCSE grade C/grade 4 or above in English and maths, or equivalent, you may be exempt from this element of the syllabus.

## Course delivery

### 20% off-the-job training

Throughout the duration of your course you will spend a minimum of 20% of your contracted working hours studying for your apprenticeship. The focus of off-the-job training is to teach you a variety of new skills specifically related to your job role, rather than assess your existing skills and ability to complete work related tasks. This will be a combination of tutor delivery, employer support and tutor guided independent study.

### Digital resources

When studying at Apprenticeship Connect, you will be provided access to digital resources for the course you are studying. Our virtual learning system allows 24/7 access to syllabus information, learning aids, online assignment submission and a messaging platform to contact your tutor should you require additional support.

### Learning support

We provide additional support to learners with learning difficulties and those with physical disabilities. We can provide resources such as a scribe or large-print documents, and can facilitate other reasonable adjustments to ensure that an individual with learning difficulties or a physical disability is not at a disadvantage when completing their course.

## Study time

All time spent studying will be recorded within your personal training diary and your progress will be frequently monitored to ensure you are on track. The time you will need to spend studying is calculated using the following formula:

### Total hours required =

(contracted working hours per week x programme duration (in weeks)) x 0.2

Here's an example:

Contracted hours per week:	40
Weeks within programme:	52
<b>Total study time:</b>	416 hours
Average study time per week:	8 hours

## Teaching and learning

Our courses are delivered through a combination of face-to-face tutoring at the learner's place of work and virtual learning via online sessions.

### Teaching methods may include:

Theory and knowledge:	<ul style="list-style-type: none"><li>lectures</li><li>role play</li><li>simulation exercises</li><li>online learning</li><li>industry visits</li><li>independent research</li></ul>
Practical:	<ul style="list-style-type: none"><li>shadowing</li><li>manufacturer training</li><li>one-to-one tuition</li></ul>
Tasks:	<ul style="list-style-type: none"><li>learning support</li><li>time spent writing assignments</li></ul>

## Tracking your progress

Throughout the course, your tutor will assess your performance to monitor your progress and tailor your teaching and learning to you as an individual. Your tutor will regularly collect evidence of your development and store it within your virtual learning account. This will allow us to review the skills and knowledge you have learnt and continually tailor your individual learning plan to your training needs.

### Typical methods of assessment may include:

- Reviewing tasks and projects
- One-to-one discussions
- Personal and professional development reviews
- Mock assessments

## Course contents

The Team Leader/Supervisor Level 3 course teaches learners the knowledge, skills and behaviours (KSBs) outlined within the apprenticeship standard. These learning outcomes will be assessed within your End Point Assessment. The KSBs listed are all mandatory learning outcomes and your on-programme learning will be centred around these areas of development:

### Interpersonal Excellence (Knowledge and Skills)

Leading People

Managing People

Building Relationships

Communication

### Organisational Performance (Knowledge and Skills)

Operational Management

Project Management

Finance

### Personal Effectiveness (Knowledge and Skills)

Awareness of Self

Management of Self

Decision Making

### Behaviours

Takes Responsibility

Inclusive

Agile

Professionalism

## Example programme of study

Month	Apprenticeship Connect tuition	Tutor guided independent study	Employer tuition	Functional Skills	Progress evaluation
1	<ul style="list-style-type: none"> <li>Introduction to the course, modules and IT systems</li> <li>Setting expectations, understanding business and communication</li> <li>The organisation</li> </ul>	<ul style="list-style-type: none"> <li>SMART targets</li> <li>High-quality communication</li> <li>Assigned tasks</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to the role, responsibilities and the business</li> <li>Systems training</li> </ul>	Embedded within teaching and learning	Review and record progress in e-portfolio and training diary
2	<ul style="list-style-type: none"> <li>EPA distinction criteria and personal development</li> <li>Evaluation of communication</li> <li>Tasks review</li> <li>Chairing a meeting</li> <li>Survey design</li> </ul>	<ul style="list-style-type: none"> <li>Preparing for meetings</li> <li>Assigned tasks</li> <li>Collate portfolio evidence</li> </ul>	<ul style="list-style-type: none"> <li>Leadership styles and coaching</li> <li>Organisational cultures</li> <li>Chairing meetings</li> </ul>	Embedded within teaching and learning and 1-hour additional dedicated maths support	Review and record progress in e-portfolio and training diary
3	<ul style="list-style-type: none"> <li>Independent study feedback</li> <li>Review of EPA portfolio evidence</li> <li>CPD log</li> <li>Interview on survey results</li> <li>Management and leadership</li> <li>Motivation theory</li> </ul>	<ul style="list-style-type: none"> <li>Webinar</li> <li>Assigned tasks</li> <li>Development plan</li> </ul>	<ul style="list-style-type: none"> <li>Setting operational and personal goals</li> <li>Coaching sessions</li> </ul>	Embedded within teaching and learning Mock tests	Review and record progress in e-portfolio and training diary  Mock knowledge test and professional discussion
4	<ul style="list-style-type: none"> <li>Independent study feedback</li> <li>Review of EPA portfolio evidence</li> <li>Feedback models</li> <li>Coaching models</li> <li>HR Systems and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Assigned tasks</li> <li>Webinar</li> <li>Learning styles</li> <li>Collate portfolio evidence</li> </ul>	<ul style="list-style-type: none"> <li>Giving feedback</li> <li>Appraisals</li> <li>EPA portfolio planning</li> </ul>	Embedded within teaching and learning Mock tests	Review and record progress in e-portfolio and training diary Audio recording of professional discussion Mock knowledge test
5	<ul style="list-style-type: none"> <li>Building trust and rapport</li> <li>Negotiation</li> <li>Emotional intelligence</li> <li>Self-awareness</li> </ul>	<ul style="list-style-type: none"> <li>Assigned tasks</li> <li>Conflict management</li> </ul>	<ul style="list-style-type: none"> <li>Creating and managing budgets</li> <li>Shadowing</li> </ul>	Embedded within teaching and learning and 3-hours dedicated additional maths support	Review and record progress in e-portfolio and training diary  Written assignment
6	<ul style="list-style-type: none"> <li>Independent study feedback</li> <li>Performance management methods</li> <li>Communication challenges</li> <li>Conflict management</li> </ul>	<ul style="list-style-type: none"> <li>Assigned tasks</li> <li>Project evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Creating and managing budgets</li> <li>Organise and manage resources and risks</li> <li>Project planning</li> </ul>	Sit Functional Skills exams in English and Maths	Review and record progress in e-portfolio and training diary  Mock knowledge test, professional discussion and interview  Performance review

\*the programme of study may change, subject to syllabus changes and the training requirements of individuals

7	<ul style="list-style-type: none"> <li>Project management</li> <li>Problem solving and decision making</li> <li>Governance and compliance</li> </ul>	<ul style="list-style-type: none"> <li>Assigned tasks</li> <li>Review the organisational strategic plan</li> </ul>	<ul style="list-style-type: none"> <li>Shadowing finance department</li> <li>Data analysis and decision making</li> </ul>	Embedded within teaching and learning	Review and record progress in e-portfolio and training diary
8	<ul style="list-style-type: none"> <li>Interview</li> <li>Mitigating risks</li> <li>Gantt and PERT charts</li> <li>Meeting organisational objectives</li> </ul>	<ul style="list-style-type: none"> <li>Assigned tasks</li> <li>Portfolio building</li> <li>Collate and interpret financial information</li> </ul>	<ul style="list-style-type: none"> <li>Organisational strategy</li> <li>Team planning</li> </ul>	Embedded within teaching and learning	Review and record progress in e-portfolio and training diary  Mock knowledge test
9	<ul style="list-style-type: none"> <li>EPA portfolio planning</li> <li>The purpose of compliance and governance</li> <li>Budget discussion including contingencies</li> </ul>	<ul style="list-style-type: none"> <li>Assigned tasks</li> <li>Portfolio building</li> </ul>	<ul style="list-style-type: none"> <li>EPA preparation</li> <li>Portfolio planning</li> </ul>	Embedded within teaching and learning	Review and record progress in e-portfolio and training diary Mock professional discussion, knowledge test and interview Performance review
10	<ul style="list-style-type: none"> <li>Review of EPA portfolio plan</li> <li>Strategic plans and operational plans</li> <li>Value for money</li> <li>Managing change</li> </ul>	<ul style="list-style-type: none"> <li>Assigned tasks</li> <li>Translating operational plan into deliverable actions</li> </ul>	<ul style="list-style-type: none"> <li>EPA preparation</li> <li>Portfolio planning</li> </ul>	Embedded within teaching and learning	Review and record progress in e-portfolio and training diary
11	<ul style="list-style-type: none"> <li>Review of EPA portfolio</li> <li>Feedback about independent study</li> <li>Implement solutions to operational challenges</li> <li>Stakeholders</li> <li>Organisational culture</li> </ul>	<ul style="list-style-type: none"> <li>Assigned tasks</li> <li>Portfolio building</li> </ul>	<ul style="list-style-type: none"> <li>Differentiated extension activities</li> <li>EPA preparation</li> </ul>	Embedded within teaching and learning	Review and record progress in e-portfolio and training diary Mock professional discussion, knowledge test and interview Performance review
12	<ul style="list-style-type: none"> <li>Leadership and accountability</li> <li>Feedback about independent study</li> </ul>	<ul style="list-style-type: none"> <li>Assigned tasks</li> <li>Collate portfolio evidence</li> </ul>	<ul style="list-style-type: none"> <li>Differentiated extension activities</li> <li>EPA preparation</li> </ul>	Embedded within teaching and learning	Review and record progress in e-portfolio and training diary  Mock interview
13-15	<ul style="list-style-type: none"> <li>CPD log</li> <li>EPA preparation</li> <li>Portfolio support</li> </ul>	<ul style="list-style-type: none"> <li>Gateway checklist and submission for EPA</li> </ul>	<ul style="list-style-type: none"> <li>EPA preparation</li> <li>CPD log support</li> </ul>	Embedded within teaching and learning	Mock EPA and support
16-18	<b>Sit End Point Assessments</b>				

## End Point Assessment (EPA)

The EPA takes place once you have completed your on-programme learning and your readiness to complete the apprenticeship has been determined. The EPA enables you to prove your competence in the role of a Team Leader/Supervisor and will be facilitated by an independent End Point Assessment Organisation. Your employer and Apprenticeship Connect tutor will guide you through your EPA and advise you on the best approach to take towards your assessment.

## What does the EPA consist of?

For the Team Leader/Supervisor Level 3 course, you are required to complete four assessments. The four methods of assessment will build a cumulative picture of how well you have met the requirements of the apprenticeship standard. In order to pass the apprenticeship, you must achieve a minimum of 50% in each assessment. The overall grade you are awarded will be derived from the combined grade of all EPA requirements, subject to the assessment weighting. In order to pass the overall apprenticeship, you must achieve a minimum combined percentage of 50%. The overall grade boundaries for the Team Leader/Supervisor Level 3 apprenticeship standard are:

Grading	
Distinction	70%+
Merit	60-69%
Pass	50-59%
Fail	<50%

Knowledge Test	
Assesses:	Knowledge of leading people, managing people, building relationships, communication, operational management, project management and finance
Assessment type:	Examination
Task:	Answer a range of questions relating to pre-determined scenarios and situations.
Assessment requirements:	<ul style="list-style-type: none"> <li>• May be online or paper based</li> <li>• May be multiple choice</li> </ul>
Marks available:	30
Weighting:	30%

Submission of Portfolio	
Assesses:	Application of knowledge and demonstration of skills and behaviours outlined within the apprenticeship standard
Assessment type:	Portfolio
Task:	Evidence of knowledge, skills and behaviours collected by tutor throughout course duration
Assessment requirements:	<ul style="list-style-type: none"> <li>• Online portfolio</li> <li>• Containing written, audio and video evidence</li> </ul>
Marks available:	20
Weighting:	20%

Structured Competency Based Interview	
Assesses:	Knowledge and application of learning relating to leading people, managing people, building relationships, communication, operational management, project management and finance
Assessment type:	Interview
Task:	Complete a structured interview demonstrating knowledge and understanding of job role
Assessment requirements:	Can be conducted using a range of media (telephone interview, live media, online or written)
Marks available:	30
Weighting:	30%

Professional Discussion	
Assesses:	CPD, training and personal development activities and how learning was applied to the role and workplace
Assessment type:	Discussion
Task:	Identify the objective of the activity undertaken, reflecting on the outcome and how learning gained was applied
Assessment requirements:	Provide evidence of any additional learning/CPD undertaken
Marks available:	20
Weighting:	20%

## FAQs

### **Do I have to be in full-time employment to enrol onto this course?**

In order to enrol onto one of our courses, you must be employed a minimum of 30 hours per week. If you are not already employed in a role that meets our entry requirements, we will work with you to find a suitable role that supports your career aspirations.

### **Will I be entitled to paid annual leave whilst studying?**

Throughout your programme you will be entitled to the same statutory leave entitlement and have the same right to Statutory Sick Pay (SSP) as other employees. To calculate your statutory leave entitlement please visit [www.gov.uk/holiday-entitlement-rights](http://www.gov.uk/holiday-entitlement-rights).

### **If I apply for a job vacancy as part of my course how much will I be paid?**

Each vacancy we advertise is different and the salary you receive will be dependent on the employer, role and industry you apply for. The roles we advertise are apprentice positions, however, we encourage our employers to pay above the NMW for apprentices and many of our positions include performance-related incentives. Further guidance on the NMW for apprentices can be found online at [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates).

### **What happens if my employer doesn't allow me time to study?**

All employers are legally required by the UK Government to allow you 20% of your contracted working hours to study towards your course. If you are having difficulties with your employer, please speak to your Apprenticeship Connect tutor.

### **What happens if I fall behind?**

Your tutor will be closely monitoring your progress with regular reviews to ensure you are on track. If at any point your development is not where it should be, your tutor and employer will work with you to update your individual learning plan and ensure you get up to speed.

### **What happens when I finish my course?**

At the end of your course, if we have placed you into your role, your employer will decide whether they will continue to employ you as a full-time member of staff and you'll have the opportunity to decide which steps you take next. Your tutor will talk to you about career progression and you may also wish to progress onto a further training course with Apprenticeship Connect.



## Want to apply?

Call our dedicated team on the hotline number below to find out about your next steps:

**Courses hotline:** 020 8296 6930

Are you unsure if our courses are right for you? Our careers advisors are always on hand to offer advice and guidance to help you make the best decision to get ahead in your career. Speak to one of our team today to find out more about your options:

**Advice hotline:** 020 3829 6920



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