

## Level 3

# Team Leader/ Supervisor Apprenticeship

Managing teams and  
projects to meet a  
private, public or  
voluntary organisation's  
goals

### OVERVIEW OF THE ROLE

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.

A Team Leader or Supervisor Apprentice will develop skills in Interpersonal excellence through managing people and developing relationships, organisational performance by delivering results, and personal effectiveness by managing self.

The qualification is perfect if you are or want to be in a supervisor role, supporting organisational objectives through a wide range of functions. Roles/Occupations may include: Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, and Shift Manager.

### Assessment

The apprenticeship includes independent assessment to check the apprentice's overall performance against the standard.

The end-point assessment will include:

- » Work based Project and interview
- » Professional Discussion with Portfolio of evidence
- » Practical observation

Independent end-point assessment happens when the employer, apprentice and trainer/ assessor are satisfied that the apprentice is working consistently at or above the level set out in the apprenticeship standard.

### Entry Requirements

Maths and English at Level 1 or equivalent. Employers may also have their own entry requirements.

Before taking the end-point assessment, apprentices must achieve level 2 English and maths (equivalent to GCSEs at grades A\*-C or 9-4). You will have an experienced tutor who will support you to work towards these qualifications.

