

# Team Leader Apprenticeship (Level 3)



## Overview

A Team Leader provides direction, instruction and guidance for teams and projects to ensure targets and goals are met. Effective Team Leaders provide support to senior staff and management as well as providing encouragement to other members of staff.

## Key Responsibilities

Managing people and managing projects are the key responsibilities for this role. In terms of projects, managing, planning, monitoring workloads and resources, delivering operational plans and resolving problems are all key factors. For team supervision, the Team Leader will support, manage and develop team members through building relationships both internally and externally. In the absence of management, the Team Leader may be required to cover managerial duties and may also be responsible for hiring and training staff. There is also the opportunity to gain a Level 3 accredited qualification in leadership and management

## Entry Requirements

Entry requirements for this Apprenticeship are decided by the employer. As a guide, 5 GCSEs at Grade 4 (or equivalent) are required as a minimum. Relevant prior experience may also be taken into consideration.

## Knowledge Covered

- Managing people
- Operational management
- Project management

## End Point Assessment

✓ Knowledge Test

✓ Project/ Case Study

✓ Professional Discussion

## Duration

12 -18 months

## Level

3

## Progression

Apprentices are advised to register as Associate Members with the Chartered Management Institute (CIM) and/or the Institute of Leadership & Management (ILM) to support their career development.

## Costs

16 - 18 Learners - £0

19+ learners - £225 (payable by the employer, not the learner)