

Davidson Training UK Ltd

Team Leader/Supervisor Apprenticeship Standard Level 3



A team leader/supervisor is a first-line management role, with operational/project responsibilities or responsibility for managing a team. They provide direction, instructions and guidance to ensure the achievement of set goals. Specific responsibilities will vary, but the knowledge, skills and behaviours needed by employees will be the same whatever the role.

Roles/occupations may include supervisor, team leader, project officer, shift supervisor, foreperson and shift manager.



The Team Leader Supervisor Level 3 Apprenticeship is made up of several components which cover the programme.

Interpersonal excellence – managing people and developing relationships

Organisational performance - delivering results

Personal effectiveness—managing self

SKILLS AND KNOWLEDGE

- ⇒ Leading people
- ⇒ Managing people
- ⇒ Building relationships
- ⇒ Communication
- ⇒ Operational management
- ⇒ Project management
- ⇒ Finance
- ⇒ Self-awareness
- ⇒ Management of self
- ⇒ Decision making

BEHAVIOURS

- ⇒ Takes responsibility
- ⇒ Inclusive
- ⇒ Agile
- ⇒ Professionalism

Team Leader Supervisor Apprenticeship Standard Level 3

Level 2 Functional Skills in Maths (if no prior exemption)

Level 2 Functional Skills in English (if no prior exemption)

This is a level 3 apprenticeship standard that has a minimum duration of 12 months.

The apprenticeship provides a highly transferable set of knowledge, skills and behaviours.

Roles/occupations may include supervisor, team leader, project officer, shift supervisor, foreperson and shift manager.

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.

The apprentice is expected to work independently and take responsibility for the outcomes of their work, with support of the employer and the training provider. Through working across functional areas, apprentices build team relationships quickly and learn from others to develop specific skill sets.

Apprentices will be assessed on their knowledge, skills and behaviours throughout the apprenticeship and supported by visits from a trainer at least every 4 weeks. Training will also take place online and via Teams, Zoom or similar platforms.

Throughout the period of learning and development, the apprentice will meet with the employer and trainer to record their progress against the standard. At these reviews, the employer and trainer assessor will: set learning goals, track the apprentice's progress and make any required and agreed changes to their development plan and coordinate 20% of the apprentice's time being spent in off-the-job training.

END POINT ASSESSMENT

End-point assessment (EPA) is an assessment of the knowledge, skills and behaviours that the apprentice has learned throughout an apprenticeship, which confirms that they are occupationally competent.

The end-point assessment for Team Leader Supervisor is made up of 2 components.

1. 20-minute presentation with 30 minutes of questions and answers
2. 1-hour professional discussion underpinned by a portfolio of evidence



PRESENTATION WITH QUESTIONS AND ANSWERS

You will be asked to give a presentation on a topic selected by the End Point Assessment Organisation to assess your understanding around specified knowledge, skills and behaviours.

There must be at least one piece of evidence relating to each knowledge, skill and behaviour mapped to the professional discussion.

The portfolio should contain accounts of activities that have been completed. It is not formally assessed.

PROFESSIONAL DISCUSSION UNDERPINNED BY A PORTFOLIO OF EVIDENCE

Your portfolio of evidence will be reviewed by the End Point Assessment Organisation. The portfolio is a collection of evidence which might include written statements, reports, presentations, observations or feedback from your line manager.

The professional discussion will be structured to allow the apprentice to demonstrate their competence and understanding of the appropriate knowledge, skills and behaviours assigned to this assessment method. Questions from the EPAO will seek to assess the knowledge, skills and behaviours assigned to this assessment. The apprentice may use their portfolio of evidence to support their responses.



Non-Levy Paying Employers (With less than 50 employees)

This apprenticeship is fully funded by the government if you have **LESS** than 50 employees and the apprentice is aged 16-18 or the apprentice is 19-24 and has previously been in care or has a Local Authority Education and Health Care Plan.

Otherwise there is a charge of £225 which can be paid over the first 5 months of the apprenticeship or in full at the start

Non-Levy Paying Employers (With 50 or more employees)—£225.00

This apprenticeship costs £4,500 and is funded by both the employer and the government. The government will pay 95% (£4,275) of the cost. This can be paid monthly over the first 5 months of the apprenticeship or in full at the start

Levy Paying Employers—£4,500.00

This apprenticeship costs £4,500 which is funded from the employer's levy pot via the Apprenticeship Service over the course of the apprenticeship.

Why choose Davidson Training UK Ltd?

Based in Essex, we cover the South East of England, East of England, Essex and London. Davidson Training has a proven track record of successfully delivering innovative training to thousands of apprentices and employers for 22 years. We are dedicated to supporting our apprentices and employers, improving organisation's development opportunities and apprentices career development.

Are you interested? Do you have any questions?

Call us on: 01375 480088

lorrainebunyard@davidsontraining.com