

Davidson Training UK Ltd

Team Leader Apprenticeship Standard Level 3



The broad purpose of this role is to provide leadership with operational or project responsibilities. Team leaders manage or supervise individuals, teams, or elements of a project, or a combination of these. They offer direction, instructions, and guidance to achieve set goals. They are vital for the smooth running of an organisation's functions and are often responsible for ensuring that these are correctly administered and maintained in line with legislation and the organisation's procedures.



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

SKILLS, KNOWLEDGE AND BEHAVIOURS

- ⇒ Data collection and benchmarking
- ⇒ Problem analysis and conclusions
- ⇒ People and relationships
- ⇒ Future plans and opportunities
- ⇒ Building a high performing team
- ⇒ Communication
- ⇒ Implementing operational plans
- ⇒ Managing change
- ⇒ Continuous improvement
- ⇒ Using technology
- ⇒ Management of self
- Contributing to a project

BEHAVIOURS

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

Team Leader 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. At these reviews, the employer and trainer assessor will: set learning goals, track progress and make any required/agreed changes to their development plan and coordinate the required 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

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.

The independent assessor will ask questions after the presentation. It gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method.

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.

In the professional discussion, an independent assessor and apprentice have a formal two-way conversation. It gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method.

The apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence.

The independent assessor must ask at least 5 questions.



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 16-21 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 £250 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)—£250.00

This apprenticeship costs £5,000 and is funded by both the employer and the government. The government will pay 95% (£4,750) 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—£5,00.00

This apprenticeship costs £5,000 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 over 25 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 480088/07951 480169

lorrainebunyard@davidsontraining.com