

# TEAM LEADER/SUPERVISOR APPRENTICESHIP LEVEL 3

## OVERVIEW

- This programme aims to provide the skills, knowledge and behaviours for great leadership reflecting in increased productivity, performance, and employee engagement.
- Aimed at new to role, front-line managers who have at least 1 direct line report.

## FOUR THEME TITLES COVERED INCLUDING:

1. Personal Growth
2. Leading and Managing Teams and Projects
3. Stakeholder Relationships and Communication
4. Managing Resources, Activities, Results and Budgets

## EMBEDDED QUALIFICATIONS

Options available as follows:

- ILM Level 3 Diploma for Managers
- CMI Level 3 Diploma in Principles of Management and Leadership
- Standard Only Option Available

## LEARNING EXPERIENCE



e-Learning (BUD)



10 x Virtual Classrooms



Support Sessions with Learning & Development Practitioner (LDP)



4 x Formal Reviews with LDP and Line Manager



Workplace Development Activities



1 x End Point Assessment Preparation Day



Independent End Point Assessment



Presentation with Questions and Answers



Professional Discussion underpinned by a portfolio

# EXAMPLE LEARNING JOURNEY

TYPICAL DURATION: 12 MONTHS + EPA

NO.	THEME	COMMENTS
	<b>INDUCTION</b>	Sign up at start of learning      Programme Launch      Introduction to Theme 1
<b>1</b>	<b>PERSONAL GROWTH</b>	<p>This will cover online learning through bud, a development session, workplace development activities, regular interactions with LDP, reviews, reflective and continuous professional development activities.</p> <p>Some of the topics covered within this theme include:</p> <ul style="list-style-type: none"><li>• Time management</li><li>• Personal development planning</li><li>• Continuous professional development</li></ul>
<b>2</b>	<b>LEADING AND MANAGING TEAMS AND PROJECTS</b>	<p>This will cover online learning through bud, a development session, workplace development activities, regular interactions with LDP, reviews.</p> <p>Some of the topics covered within this theme include:</p> <ul style="list-style-type: none"><li>• The role of projects and key roles within a project</li><li>• Prepare and deliver against a project plan</li><li>• Organisational structure and culture</li></ul>
<b>3</b>	<b>STAKEHOLDER RELATIONSHIPS AND COMMUNICATION</b>	<p>This will cover online learning through bud, a development session, workplace development activities, regular interactions with LDP, reviews.</p> <p>Some of the topics covered within this theme include:</p> <ul style="list-style-type: none"><li>• Leading meetings</li><li>• Difficult conversations</li><li>• Negotiation</li></ul>
<b>4</b>	<b>MANAGING RESOURCES, ACTIVITIES, RESULTS AND BUDGETS</b>	<p>This will cover online learning through bud, a development session, workplace development activities, regular interactions with LDP, reviews.</p> <p>Some of the topics covered within this theme include:</p> <ul style="list-style-type: none"><li>• Strategic and operational planning</li><li>• Managing daily activities to achieve results</li><li>• Analysing and managing data</li></ul>
<b>5</b>	<b>EPA</b>	<p><b>Assessment method 1:</b> Presentation with questions and answers, based on the apprentice's team leader/supervisor role, what they do and how this is relevant to their role and organisation. The end point assessment organisation will set the presentation title and questions.</p> <p><b>Assessment method 2:</b> Professional discussion underpinned by the apprentice's portfolio of evidence, the 'endpoint assessment organisation' will require the submission of a completed portfolio before the final assessment.</p>