

Team Leader

Subject Area	Business
Course Type	Apprenticeships
Study Level	Level 3
Delivery Mode	Part-time
Location	Workplace
Duration	1 Academic Year
Start Date	September 2024
Course Code	PA000182

Course Summary

This apprenticeship is suitable for employers looking to recruit and train people to take their first steps into line management as well as those with some experience of managing a team, process or project to clearly defined outcomes. The aim of the apprenticeship is to provide apprentices working in an organisation with the leadership and management knowledge and skills to benefit their careers and your organisation. The qualification has been developed in line with the latest management standards and is applicable to professional team leaders, first line managers and supervisors from all sectors and all sizes of organisation. Working under the direction of a tutor/assessor, apprentices will gain and develop knowledge and skills vital to their roles.

What You Will Learn

This qualification provides apprentices with the core knowledge and skills needed to work as team leaders and/or supervisors. Apprentices will need to complete mandatory and optional units, an electronic portfolio of evidence demonstrating their competence

and knowledge and an end point assessment. Typical tasks:

- Supporting, managing and developing team members
- Managing projects
- Planning and monitoring workloads and resources
- Delivering operational plans
- Resolving problems

Modules

Units include:

- Leading People
- Managing People
- Building Relationships
- Communication
- Operational Management
- Project Management and Finance

Entry Requirements

You must be aged 16 or over and eligible to study in the UK. Entry typically includes 5 GCSEs at Grade 9-4 (A*-C) but this is decided by the employer.

Progression

On successful completion of this programme, Level 3 learners can progress to the Level 4 Project Management Apprenticeship or the Level 5 Operation/ Departmental Management Apprenticeship.

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