



93%

EMPLOYER
SATISFACTION

*FE Choices Employer
Satisfaction Survey 2016/17

Bradford College Group

APPRENTICESHIPS



Management – Team Leader/Supervisor Apprenticeship Standard - Level 3

We are pleased to offer the Team Leader/Supervisor Apprenticeship Standard at level 3. 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.

OVERVIEW

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.

Units include Leading People, Managing People, Building Relationships, Communication, Operational Management, Project Management and Finance.

DURATION

Level 3 has a minimum duration of 18 months.

TEACHING

The qualification is delivered as classroom based learning at Bradford College supported by virtual learning environments. The apprenticeship qualification runs on a day release basis with starts throughout the year. Apprentices attend classes at Bradford College 1 day per month.

EMPLOYER COMMITMENTS

- Employers must pay apprentices at least the national minimum wage.
- Apprentices should be employed for at least 30 hours per week. Where the individual's circumstances or the particular nature of employment makes this impossible, then an absolute minimum of 16 hours must be met.
- An apprenticeship agreement must be signed by both the employer and the apprentice.
- Employers must ensure apprentices spend a minimum of 20% of their employment time doing off-the-job training.

EDUCATION
ENTERPRISE
EMPLOYMENT

ENTRY REQUIREMENTS

- Aged 16 or over and eligible to study in the UK
- Typically 5 GCSEs at Grade 9-4 (A*-C) but this is decided by the employer.

ASSESSMENT

Every standard has an End Point Assessment (EPA) at the end of the apprenticeship. This means that the apprenticeship will be externally assessed, but not by the employer or the training provider, to ensure they meet the required standard.

PROGRESSION OPPORTUNITIES

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.

BENEFITS TO EMPLOYERS

By combining the academic knowledge gained at Bradford College with the practical skills in the workplace, apprentices make valuable contributions to your business. Employers can either use apprenticeships to recruit into new vacancies at all levels, including graduate opportunities with a degree apprenticeship, or to develop current staff.

.....
82%

OF EMPLOYERS
take on apprentices to build the skills capacity in their businesses.

.....
75%

OF APPRENTICE EMPLOYERS
say the programme has helped to cut recruitment costs.

.....
81%

OF APPRENTICE EMPLOYERS
say that apprentices make their businesses more productive.

.....
80%

OF EMPLOYERS
feel that apprenticeships reduce staff turnover.*

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*National Apprenticeship Service

To find out more, contact City Training Services, the apprenticeship lead for the Bradford College Group, on 01274 728316 or email employerservices@citytraining.org.uk