

DEVELOPING YOUR CAREER IN **TEAM LEADING AND SUPERVISING**



If you're looking to progress your career as a manager then our Team Leader/Supervisor Apprenticeship may just be for you. Our apprenticeship courses are designed to be flexible and to fit perfectly alongside your existing role.

IS THIS APPRENTICESHIP FOR YOU?

This qualification provides both an ideal start in the occupation and supports progression within the sector. It is ideal for management staff with responsibilities including 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 APPRENTICESHIP IN BRIEF



Apprenticeship Level
Level 3



Apprenticeship Duration
12 months



Apprenticeship Delivery - Blended Approach
A mix of webinar, face-to-face, Skype, telephone and online learning.



End of Course Qualifications
ILM Level 3 Diploma for Managers and Functional Skills Level 2 in English and maths (if required).



End-Point Assessment
A scenario-based knowledge test, a competency-based interview, an evidence-based portfolio, and a professional development discussion.

THE APPRENTICESHIP JOURNEY

- 12 months on programme** - a period of teaching and learning helping you develop the knowledge, skills and behaviours and support you to be ready for end-point assessment.
- Gateway** - the time at the end of the 12 months when your Line Manager, Training Provider and yourself review the on-programme journey and determine if you are ready for the on-programme assessment. For the Team Leader/Supervisor Standard you will need to have:
 - ILM Level 3 Diploma in Leadership & Management
 - Achieved Level 2 Literacy and Numeracy
 - Developed an on-programme Portfolio evidencing their Management knowledge, skills and behaviours
- End-Point Assessment** - carried out by an independent end-point assessment organisation you will need to demonstrate the required knowledge, skills and behaviours through a scenario-based knowledge test, a competency-based interview, an evidence-based portfolio, and a professional discussion relating to CPD activity.

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LEARNING &
EMPLOYMENT

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WHAT YOU WILL LEARN

By the end of your apprenticeship, you will consolidate the experiences you have already had in management and develop some core attributes:

KNOWLEDGE OF:

Your role when leading people; managing people;
building relationships; communication;
operational management;
project management;
finance;
awareness of self;
management of self;
decision making.

DEMONSTRATE THE BEHAVIOURS NEEDED AROUND:

Taking responsibility;
inclusiveness;
agile practices;
professionalism.

At the start of the apprenticeship, we will assess your skills in English and maths. If you need extra help to reach the required level, support will be built into your training sessions and provided through Interserve's Virtual Learning Environment.



HOW YOU WILL LEARN

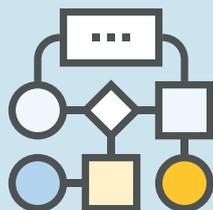
Our aim is to help you get the most out of this apprenticeship. We will work with you and your employer to make sure you're getting all the coaching and support you need with the right balance of face-to-face and virtual learning.

TRAINER SESSIONS

Your dedicated trainer will be an experienced professional in the team leading field and will guide you through your on-programme journey. The style of training is designed for you to learn about and be tested against the knowledge, skills, and behaviour requirements as well as allowing you to pick the brains of your trainer.

VIRTUAL LEARNING ENVIRONMENT

You will also gain access to further learning and support via Interserve's Virtual Learning Environment. Your trainer will set learning tasks following each trainer session on the online system throughout your on-programme journey.



THE END RESULT

Once you've passed the Gateway requirements, it's time to take your situational judgement test and have a final professional discussion. If you're successful, you will then have added the Team Leader/Supervisor Apprenticeship qualification to your career toolkit.