



DEVELOP THE NEXT GENERATION OF TEAM LEADERS AND SUPERVISORS

Do you want to support your employees to become qualified team leaders and supervisors, able to lead their teams effectively and grow to become the future senior managers in your organisation? If so, the Team Leader/Supervisor (Level 3) Apprenticeship is designed to help you to do just that.

WHAT'S INVOLVED?

We will deliver a fully supported on-programme apprenticeship journey, designed to complement your own internal learning and development activity and help you get the maximum return on your investment from your employee's training.

IS THIS APPRENTICESHIP FOR YOUR BUSINESS?

This qualification provides both an ideal start for new recruits or supports progression for current employees. 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 Delivery - Blended approach
Webinar, face-to-face, Skype, telephone and online learning.



Duration
12 months



End of Course Qualifications
ILM Level 3 Diploma in Leadership & Management and Functional Skills Level 2 in English and Maths (if required).



End-Point Assessment
Scenario-based knowledge test, a competency-based interview, an evidence-based portfolio, and a professional discussion relating to CPD activity.

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THE APPRENTICESHIP JOURNEY

- 1) **12 months on programme** - a period of teaching and learning to help your apprentice develop the knowledge, skills and behaviours, supporting them to be ready for end-point assessment.
- 2) **Gateway** - the time at the end of the 12 months when you, your Training Provider and your apprentice review the on-programme journey and determine if your apprentice is 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
- 3) **End-Point Assessment** - carried out by an independent end-point assessment organisation your apprentice 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.



WHAT YOUR EMPLOYEES WILL LEARN

By the end of the apprenticeship, they will consolidate the experiences they have already had in team leading and develop some core attributes:

Knowledge of:

Leading people; managing people; building relationships; communication; operational management; project management; finance; awareness of self; management of self; decision making

Development of skills on:

Taking responsibility; Inclusiveness; Agile practices; Professionalism

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



HOW YOUR EMPLOYEES WILL LEARN

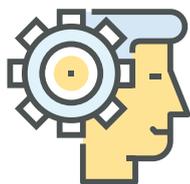
The aim is to help your apprentices get the most out of this apprenticeship. We will work with them to make sure they're getting all the coaching and support they need through the right balance of face-to-face and virtual learning.

Trainer Sessions

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

Virtual Learning Environment

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



THE END RESULT

Once the individual has passed the Gateway requirements, it's time for them to take their scenario-based knowledge test, a competency-based interview, submit an evidence-based portfolio, and complete a professional discussion relating to CPD activity. If they're successful, they will then become a fully qualified Team Leader/Supervisor.

We will facilitate the delivery of the apprentice's End-Point Assessment through an approved Assessment Organisation registered on the Register of Apprentice Assessment Organisations.