

## Team Leader/Supervisor (ST0384) Level 3 Apprenticeship

A Team leader or supervisor is a first line management role, with operational and project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions, and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

### Expected course duration

**18 months.**

### College day release intakes

**None.**

### When can the apprentice start employment?

**Any time.**

### When can the apprenticeship training start?

**Any time.**

### Course content

**The apprenticeship covers a range of Skills Knowledge and Behaviours.**

Whilst studying you will be supported throughout the program to develop knowledge of understanding different leadership styles, team dynamics, organisational strategy, and project life cycles. You will look into governance and compliance, management techniques, and feedback mechanisms.

Skills developed during the apprenticeship will include how to manage people, communicate effectively, reflect on your own performance and manage resources and risk.

Throughout the program we will support the development of behaviours such as professionalism, taking responsibility and having an inclusive approach.

### Entry requirements

**Desirable:**

Maths Grade 9-4 and English Grade 9-4.

## What training is required in the workplace?

- Access to multiple IT packages including MS
- 20% off the job
- Supporting managing and developing team members
- Managing projects
- Planning and monitoring workloads and resources
- Delivering operational plans
- Resolving problems
- Building relationships

## Further study and career options

### Course progression:

Progression to Management CMI Level 5.

### Career progression:

Potential Full-time employment options on completion, nearly 2 years in industry experience as well as transferrable skills. Career role progression to an Assistant Manager, Manager.

Apprentices may choose to register as Associate Members with the Chartered Management Institute and/or the Institute of leadership and management, to support their professional career development and progression.

## Additional information

CMI Level 3 Diploma cost - £270.00.

## Campuses

### Study is available at the following campuses:

Bedford College and Tresham College Corby campus.

### For more information, please visit here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/team-leader-or-supervisor-v1-2>:

## How to apply

Through the apprenticeship vacancy page of our website:

<https://bedfordcollegegroup.ac.uk/study/apprenticeships/apprenticeship-vacancies/>

and the national apprenticeship website:

<https://www.apprenticeships.gov.uk/>