

# TEAM LEADER/SUPERVISOR - LEVEL 3

## WHY YOU?

A team leader/supervisor is a first line management role, with operational/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.

**DURATION:** 18 months - one day per month with Training 2000

**TRAINING LOCATION:** Blackburn

**ENTRY REQUIREMENTS:** A minimum of five GCSE at grade 4 (C) or above including Maths and English AND prior experience in a team leader/supervisor role

**JOB ROLES INCLUDE:** Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, and Shift Manager.

### OUR OFFER INCLUDES:

- Flexible delivery comprising of knowledge and tutorial workshops for one to one development and support, this comprises of one day classroom delivery or work based learning
- One-to-one tutorials
- Access to learning on e-portfolio
- Awarding body registration and certification
- Opportunities to develop real life workplace projects with employers
- Assessor visits

### EMPLOYER BENEFITS:

- Highly skilled employees with globally recognised qualifications
- Engaged, knowledgeable and driven employees
- An excellent recruitment service to match your job role with the right applicant
- Regular reviews for behaviour, development and welfare of the learner

### LEARNER BENEFITS:

- Motivated, challenged and engaged learners, linking knowledge to their job roles
- Excellent career advice and guidance
- Progression to Higher / Degree Apprenticeships and highly skilled roles
- An increase in potential earnings, working whilst studying

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## COURSE DETAILS

It comprises of a Level 3 Standard which will be completed over an 18 month period.

### KNOWLEDGE / SKILLS

- Leading People
- Managing People
- Building Relationships
- Communication
- Operational Management
- Project Management
- Finance
- Awareness of Self
- Management of Self
- Decision Making

### BEHAVIOURS

- Takes responsibility
- Inclusive
- Agile
- Professionalism

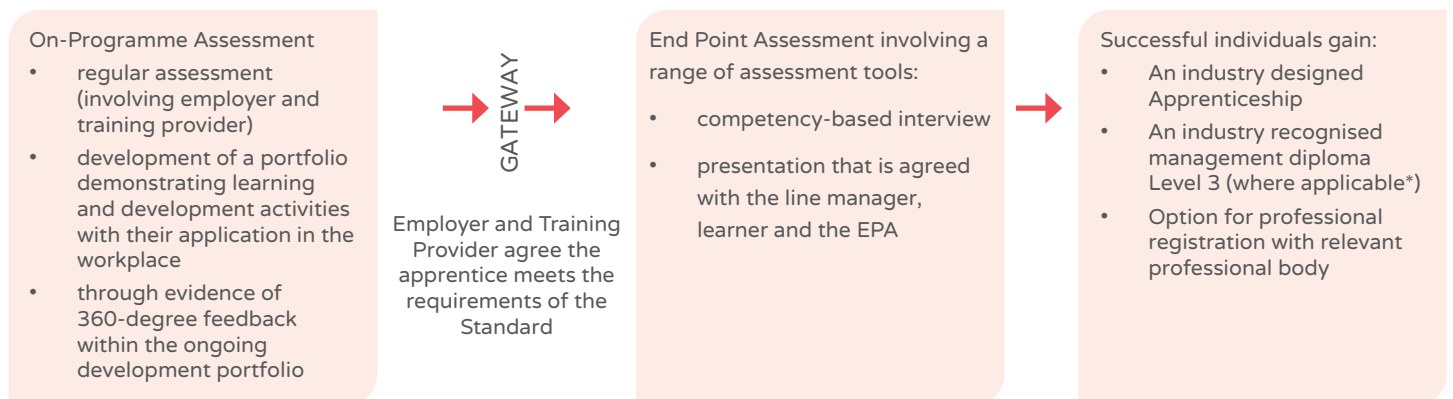
## END POINT ASSESSMENT

The End Point Assessment will test the entire Apprenticeship Standard, and be undertaken as follows:

- Assessment of knowledge through a test using scenarios, questions and responses
- Assessment of competency through a structured competency based interview
- Assessment of portfolio of evidence
- Continuing Professional Development Log reviewed and professional discussion/questions and answer session

The End Point Assessment requires apprentices to demonstrate they have achieved the Apprenticeship Standard.

The Assessment Model is as follows:



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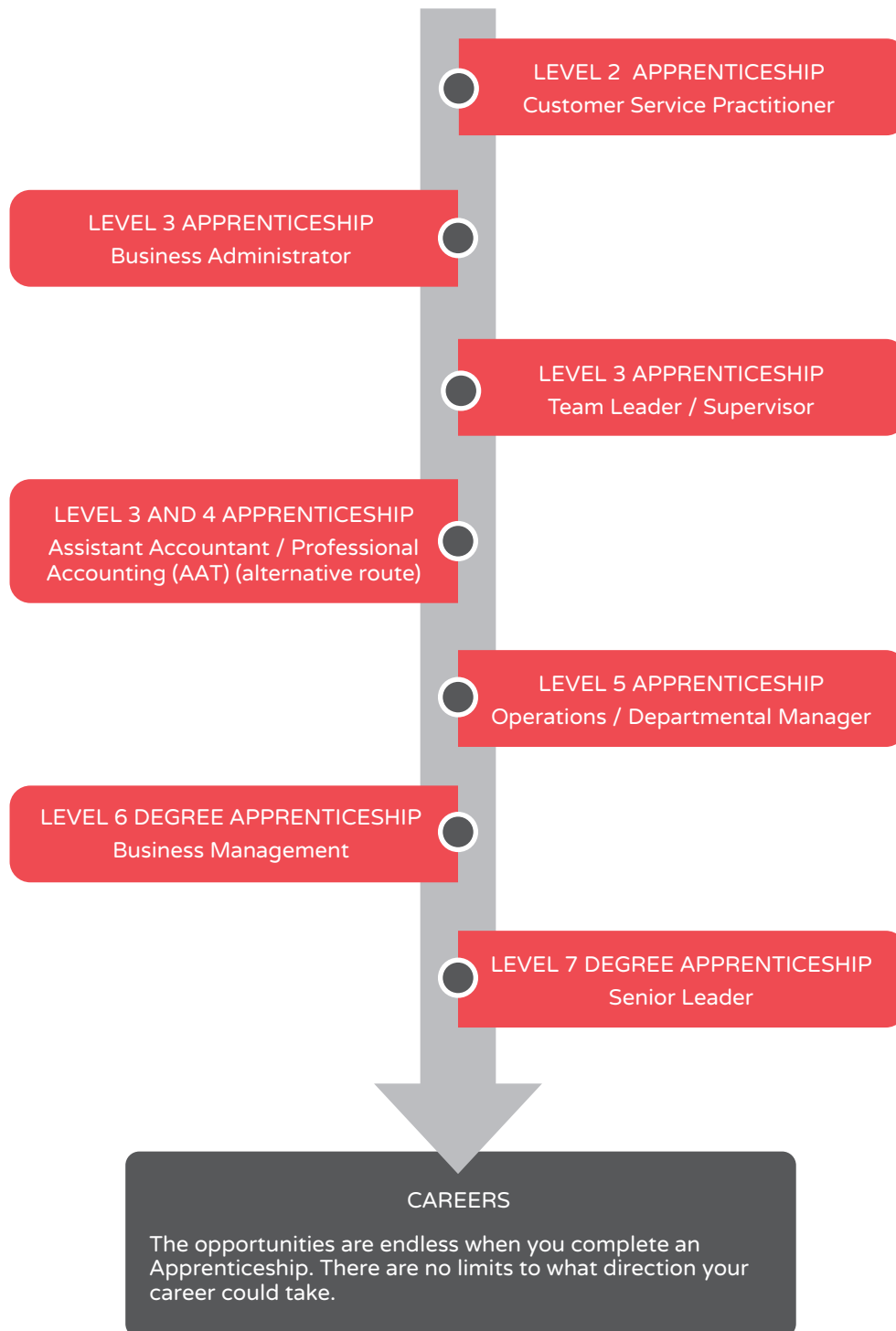


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## YOUR APPRENTICESHIP CAREER PATH

Below is an example career path showing how you can progress up to a Level 7 qualification. At the end of every qualification you have the option to leave your education and progress with your career - you don't need to study up to level 7.



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