

# Management

## Level 3 Team Leader/Supervisor Apprenticeship Standard

Ideal for those responsible for the activities, output and performance of a team.

### 1 Who is this qualification for?

The Team Leader/Supervisor Apprenticeship is suitable for individuals who are working in a first line management role. Some of the roles or occupations that this qualification will support are: Supervisor, Team Leader, Project Officer, Foreperson and Shift Manager.

### 2 The Journey

There are three key stages to the delivery of the Apprenticeship:

- On Programme
- Gateway
- End Point Assessment (EPA)

### 3 On Programme

This is the substantive part of the Apprenticeship and includes both on-the-job and off-the-job training and assessment. During this stage the learner will develop skills, knowledge and behaviours, as outlined in the two-part Standard. One of the key features of the Standard Apprenticeship is flexibility. Providers and employers now have more choice in how they deliver the On-Programme component of the Apprenticeship. A blend of resources and employer/provider designed materials are used to deliver bespoke Apprenticeship programmes that meet the needs of employers and learners.



### Gateway

The Gateway is the opportunity for the provider and the employer to agree whether the Apprentice is ready to take their EPA. Considerations for this are:

- Has the Apprentice been on programme for a minimum of 12 months?
- Has the Apprentice completed their level 2 English and Maths qualifications?
- Has the Apprentice been assessed against all of the knowledge, skills and behaviours?
- Has the Apprentice had the opportunity to take mock tests and practice interviews?

#### 4 Study Mode

Our provision is delivered through a mixture of face-to-face visits, e-learning and live or recorded webinars. Learners have 24/7 access to course materials and resources. This minimises travel, hiring of venues and time out of the office.

#### 5 Entry Requirements

The entry requirement for this Apprenticeship will be decided by the employer but will typically be five GCSEs at Grade C or above. Learners must be in a job role relevant to the Apprenticeship. Learners without existing qualifications in English and Maths at Level 2 must achieve this prior to EPA.

#### 6 Link to professional registration

Completion of this Apprenticeship will lead to eligibility to register as Associate Members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression.



##### Duration

Typically this apprenticeship will take 12 - 18 Months



##### Funding Cap

£5,000



#### End Point Assessment

The EPA for the Team Leader/Supervisor Apprenticeship is made up of 4 components:

- Knowledge test using scenarios and questions.
- Structured competency based interview.
- Assessment of portfolio of evidence.
- Professional discussion related to CPD activity.

The EPA is carried out by an independent Apprentice Assessment Organisation (AAO). Riverside will advise and engage with a suitable AAO on behalf of the learner and employer.

To find out more about our courses call us on  
**01432 359 244**

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