

# Level 3 Team Leader/ Supervisor Apprenticeship



## Introduction to Leadership and Management Apprenticeships

All apprenticeships are now based around a set of industry standards. These standards are concerned with the knowledge skills and behaviours that learners will need to demonstrate they have achieved by the end of the apprenticeship programme.

To demonstrate this standard, we recommend apprentices complete the CMI Level 3 Certificate/Diploma in Leadership and Management. They will undertake a Project, compile a Portfolio of evidence that showcases their achievements and demonstrate they have achieved Level 2 Functional skills at Maths and English.

## Who is the Level 3 Team Leader apprenticeship for?

The Team Leader/Supervisor Apprenticeship is for someone who can take responsibility for managing a team or discrete project. They support, manage and develop team members, manage projects, plan and monitor workloads and resources. They also take responsibility for delivering operational plans, resolving problems, and building relationships.

It is applicable to aspiring leaders, professional team leaders, first line managers and supervisors from all sectors - the private, public or third sector - and all sizes of organisation.

This apprenticeship has been designed to provide access to development opportunities for as wide a range of individuals as possible. This includes individuals who are at the start of their career in leadership and management and who wish to take their first steps into professional management. It is also appropriate for those already in management roles who may already have developed practical experience but who wish to develop their theoretical understanding of Leadership and management skills.

## What is the length of the apprenticeship programme?

It will typically take 15-18 months to complete, although the exact duration will be dependent on the previous experience of the individual and their contracted hours of work.



## Contact Us

T: 01943 609541

E: [julian.everley@kingdom-academy.co.uk](mailto:julian.everley@kingdom-academy.co.uk)

[www.kingdom.co.uk/academy](http://www.kingdom.co.uk/academy)

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## Program Delivery

We deliver this program using a variety of support and delivery mechanisms and will include:

- Workshops – classroom-based training plus remote-based learning – a true blended approach. Workshops can be delivered in the workplace where there is a requirement to train multiple learners; or as part of an open cohort at a regional location. The workshops will be structured around the following CMI units which directly map to the knowledge standards of the apprenticeship:

1. Managing own personal and professional development
2. Principles of Management and Leadership
3. Managing a team to deliver results
4. Building stakeholder relationships and using effective communication
5. Contributing to the delivery of a project
6. Managing daily activities to achieve results
7. Managing budgets and resources
8. Managing data and information

- Tutorials and one to ones with a Kingdom Academy Mentor/Coach

- Regular meetings with your Kingdom Academy mentor to discuss progress and continuous professional development

- Use of E portfolio and e-learning using the L3 CMI Management Direct© Learner Journey

- Additional learning and training arranged by the employer: this may include job shadowing/in house training courses relevant to the Apprenticeship standards

## Journey to Success: Progressing through Gateway to End Point Assessment

To pass through Gateway, apprentices will need to:

- Achieve Level 2 Functional Skills Maths and English
- Satisfy their Kingdom Academy Co-ordinator and organisation that they are competent across all standards relating to skills, knowledge and behaviours of the Team Leader apprenticeship standards and that the quality of their portfolio of evidence meets the standards of the apprenticeship
- Submit a portfolio of evidence that demonstrates their competency across all the apprenticeship standards

Once these requirements are met, we will apply to the End point Assessment Organisation (EPAO) for apprentices to progress through Gateway to End Point Assessment (EPA).

End Point Assessment: this is where the apprenticeship work will be assessed and graded by the Independent End Point Assessment Organisation (EPAO)

End Point Assessment is formally assessed by the End Point Assessment Organisation as part of the End Point Assessment process and not by Kingdom Academy. For Business Administration (Level 3) the EPA consists of:

- Knowledge Test
- A Portfolio based interview taking around 30-45 minutes

## Support with your Apprenticeship

We identify key milestones throughout the learner journey and each apprentice will be assigned a Coach/Mentor from Kingdom Academy who will support them from commencement of the programme all the way through to End Point Assessment (EPA). They will support apprentices in meeting these milestones and getting to EPA and help them to apply their learning into their day-to-day work activities. They will be a qualified trainer and have considerable experience of Business Administration apprenticeships.

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