

# Team Leader or Supervisor L3 Apprenticeship Standard



This apprenticeship standard develops the skills that individuals need to perform effectively in a first-line management role, with operational and project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. The apprentice becomes competent in providing direction, instructions and guidance to ensure the achievement of set goals. Team leaders work in the private, public or third sector, in different industries and different-sized organisations. Whilst specific responsibilities will vary according to the organisation, the generic team leader skills needed will be the same.

## What skills do staff develop?

Team leader or supervisor apprentices gain the skills and competence to perform a variety of tasks in line with **team leading/supervisory best practices, company procedures** and **regulatory requirements**. These include:

Project management   Managing people

Decision making & problem-solving   Building relationships

Operational management   Communications

Finance   Management of self

Staff on this apprenticeship have the option to also undertake the **ILM** and **IOSH Managing Safely** qualifications as part of the programme.

They can also improve their maths and English skills during the programme if they have not previously achieved level 2 standards. TRS have specialist tutors who teach numeracy and literacy skills in industry-relevant ways.

## Duration

12-18 months

## Structure of Apprenticeship

### Phase 1 Initial assessment

During this phase, the candidate's existing skills are assessed so that a tailored training programme is developed which will allow them to practice and acquire the job skills they need to complete the apprenticeship. The candidate also completes an assessment in English and maths.

### Phase 2 Training

Here, the apprentice undertakes a programme of on and off-the-job training, which develops the skills of a competent **team leader or supervisor**. Training fits round around working routines. TRS trainers are on hand to offer ongoing support.

### Phase 3 Gateway

The **Gateway** is a review stage towards the end of the apprenticeship when the apprentice, employer and TRS trainer meet to review if additional training or skills practice is needed.

### Phase 4 End Point Assessment

The apprentice is assessed by an independent organisation to see if they have reached the required standards.

## Progression options

On completion, 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. They can also consider progression onto the **Operations or Departmental Manager L5** apprenticeship standard.

## Employer responsibilities

Employers must allow their apprentices to spend at least 20% of their time undertaking off-the-job training. They will also need to provide a workplace mentor and opportunities for apprentices to complete workplace projects that enable improvements within the organisation.

## Funding

For small and medium businesses that do not pay the apprenticeship levy, the Government funds 95% of the apprenticeship. The employer pays the other 5% plus the apprentice's wages. Larger firms that pay the levy can meet 100% of the costs using their levy funds.

## Why choose apprenticeships?

- Address skills shortages
- Increase staff loyalty, motivation and productivity
- Tap into available funding
- A way of ensuring quality standards in your business

## Why choose TRS?

- Rated excellent by employers for apprenticeships
- Expert advice for businesses on apprenticeship funding
- Niche manufacturing and logistics industry expertise
- Many years experience of successfully delivering apprenticeships
- Free recruitment service

## Further information

If you have staff you want to enrol on to the **Team Leader or Supervisor** apprenticeship standard, or you want to recruit apprentices, please contact Andy Tolley 07719 031203 or email [andrewt@trstraining.net](mailto:andrewt@trstraining.net)



Click or scan to contact TRS



Click or scan for more details on IfATE website

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FEB 2024