

# Develop your career

## Team Leader

### Apprenticeship Standard



This apprenticeship standard develops the skills you 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. You will become competent in providing direction, instructions and guidance to ensure the achievement of set goals. You will develop skills through online classroom learning alongside learning on-the-job and self-directed study. A TRS trainer will support you throughout this apprenticeship to ensure you achieve and progress in your career.

#### What skills will I develop?

You will develop the skills and competence to perform a variety of tasks in line with team leading best practices, company procedures and regulatory requirements. These include:

- Project management
- Decision making & problem-solving
- Performance management
- Organisational strategy
- Change management & continuous improvement
- Communications
- Budget management
- Resource management
- Compliance & legislation
- Data management
- Sustainability

You can choose to enhance your apprenticeship programme with TRS with an optional additional relevant skills course or qualification such as IOSH or NEBOSH.

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

#### Duration

12 to 18 months.

#### Structure of Apprenticeship

##### Phase 1 Initial assessment

The initial assessment is a pre-course session to plan your training. Your existing skills and prior experience will be assessed and we will develop a tailored programme so you can practice and acquire the particular skills of the job role. You will also complete a straightforward assessment in English and maths to see if you need support to develop these skills.

##### Phase 2 Training

This is when you start your programme of on and off-the-job training, to develop the skills you need to be a competent team leader. Your training will consist of on-the-job practice in the workplace underpinned by monthly online classroom sessions delivered flexibly around your working routines. Your TRS trainer delivers the classroom sessions and provides one-to-one support and revision sessions.

##### Phase 3 Gateway

The Gateway is a review stage towards the end of the apprenticeship when you meet with your employer and TRS trainer to see if you need any additional training or skills practice before you undergo your final assessment, known as the end point assessment (EPA).

##### Phase 4 End Point Assessment

In this final phase, you will undergo an assessment by an independent organisation to see if you have reached the required standard and at what level (pass or distinction).

#### Support

We provide a range of support to help you achieve your apprenticeship and progress in your long-term career. This includes specialist English and maths support if required. TRS has been awarded the **Matrix Standard** for career information, advice and guidance. We support your safety in the workplace throughout your apprenticeship and provide you with access to mental health coaches if required. If you need any additional support to achieve your qualification, we will help you with this. We are committed to providing a safe and respectful learning environment which is inclusive so that all apprentices can achieve the same high standard.

#### Why choose apprenticeships?

- Fits in with your working routine
- No cost to you
- Develop the skills employers want
- Clear progression routes for your career

#### Progression options

Once you complete you could explore options for further career development such as progressing onto a level 5 operations manager apprenticeship.

#### Further information

If you want to do this apprenticeship, speak to your manager or employer about the benefits or contact us using the details below. You can also view a detailed breakdown of this apprenticeship on the Institute For Apprenticeships & Technical Education website by scanning the QR code below.



FEB25



Click or scan to contact TRS



Click or scan for more details about this apprenticeship

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