

# Team Leader/Supervisor Advanced Apprenticeship Standard



Course Level: Level 3

Campus: Both

Subject Type: Accounting, Business,  
Esports, Computing & Travel

## Course Overview:

This apprenticeship focuses on developing leadership skills in various industries. Apprentices learn about team management, performance monitoring and communication strategies, preparing them for roles as team leaders or supervisors in organisations.

## What's Covered:

The role of 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. Your core responsibility is to provide direction, instructions and guidance to ensure the achievement of set goals. You will demonstrate behaviours of taking responsibility to achieve excellent results within your area whilst learning how to organise projects and motoring progress. You will gain knowledge on finance within your organisational and how to build relationships within your team.

## The topics you will cover whilst training include:

- Leading and managing people
- Building relationships and advanced communication skills.
- Organisational performance including operational management, project management and finance.
- Personal effectiveness including awareness of self, planning and time management and, decision making.

## Key responsibilities are likely to include:

- Supporting, managing and developing team members
- Managing projects
- Planning and monitoring workloads and resources
- Delivering operational plans
- Resolving problems
- Building relationships internally and externally.

## Entry Requirements:

Candidates need a minimum of four GCSEs, including maths & English (minimum grade 4/C).

If you do not hold a suitable maths or English qualification, you will complete initial assessments to identify if you can achieve Functional Skills at Level 2.

## Assessment Information:

The End Point Assessment will consist of two separate components and will typically take place over a 3 month period after you go through the EPA gateway:

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DfE Expert Training  
Providers

Results  
13%

above national  
average

1. Presentation followed by a question & answer session
2. Professional Discussion underpinned by an evidence portfolio

To start the End Point Assessment, Apprentices must hold a Level 2 English and maths qualification.

### **Fees and Financial Support:**

While you are on an apprenticeship your employer pays you a salary and supports you whilst you undertake your training.

### **Progression:**

Roles/Occupations may include: Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, and Shift Manager.

If you successfully achieve all parts of the apprenticeship, your assessor will discuss your next steps to take. Dependent on your roles and responsibilities, this may be the next level of the subject you have been studying already or a different pathway.

### **What else do I need to know?**

On an apprenticeship programme you usually will work for a minimum of 30 hours a week for the employer and then have one day a week at college or designated time in the workplace. Some job roles will require a DBS before starting, you will be advised at interview stage if this is required.

Whilst you are on an apprenticeship your employer pays you a salary, this includes all off the job training.

## **How do I find out more?**

T: 01782 254287 (Newcastle office) / T: 01785 275660 (Stafford office)

E: [apprenticeships@nscg.ac.uk](mailto:apprenticeships@nscg.ac.uk)