

Team Leader/Supervisor –Level 3 New Apprenticeship standard

Overview

This new apprenticeship standard will typically take up to 18 months to complete, although the exact duration will be dependent on the previous experience of the individual. It is applicable to professional team leaders, first line managers and supervisors from all sectors - the private, public or third sector - and all sizes of organisation.

The Team Leader / Supervisor apprenticeship will require apprentices to take responsibility for managing a team or a discrete project. They can support, manage and develop team members, manage projects, plan and monitor workloads and resources. They can take responsibility for delivering operational plans, resolving problems, and building relationships

How the Apprenticeship Standard will be met

In order to meet the apprenticeship standard, apprentices will undertake up to 18 months of on-programme learning, development and continuous assessment that is managed by the employer, and in most cases with the support of a training provider.

The on-programme phase will cover the breadth and depth of the standard using suggested on-programme assessment methods that integrate the knowledge, skills and behaviour components of the Standard, and which ensure that the apprentice is sufficiently prepared to undertake End Point Assessment.

It is recommended, but not mandated that this includes:

- Completion and achievement of the ILM level 3 Diploma for Managers
- Regular performance reviews between apprentice and line manager
- Development of a portfolio of evidence
- Feedback from line manager, peers and direct

Maths and English Requirements

Apprentices must also have achieved Level 2 English and Level 2 Maths prior to completion of their Apprenticeship. It is also recommended that the apprentice is supported to become digitally literate where this is important to their role

Progression opportunities

On successfully completing this Apprenticeship standard, learners have the opportunity to progress to the following:

- Employment within a range of Team Leader / Supervisor roles
- An Operations / Departmental Apprenticeship Programme
- Higher level qualifications and further professional development

Successful achievers, by the end of the Apprenticeship, will be able to apply for professional membership of a chosen Professional Body.

End Point Assessment

The apprentices' line manager (employer) will make the decision as to when the apprentice is ready for End Point Assessment, based on their being competent and performing in their role. This decision will be supported by input from the training provider.

The end point assessment is synoptic and takes place at the end of the apprentice's learning and development, following completion of the Gateway.

There are four components that make up End Point Assessment for the Team Leader / Supervisor apprenticeship standard. End Point Assessment will consist of a:

- Knowledge test using scenarios and questions
- Structured competency based interview
- Portfolio of evidence
- Professional discussion relating to CPD activity

The final assessment and grading will be undertaken by an Independent Assessor. Marks will be allocated across all four assessment components being assessed, with a total maximum possible mark of 100.

Apprentices will need to achieve at least 50 per cent within each component of the End Point Assessment to be able to pass the apprenticeship. A merit and distinction will be awarded for total marks of 60+ and 70+ respectively.

For more information please contact Bhups Narsey at Leicester College via bnarsey@leicestercollege.ac.uk or telephone 07825 121504