



TEAM LEADER/ SUPERVISOR

Level	3
Duration	18 months
Job Examples	Supervisor Team Leader Project Officer Shift Supervisor Foreperson Shift Manager

A 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. They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

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, and building relationships internally and externally.

THE PROGRAMME

On programme

- Development of a portfolio of evidence.
- Diploma in Principles of Management and Leadership Level 3.
- Development of Continuing Professional Development Log.

Commitment from the Employer and Staff:

During the Apprenticeship programme, 20% of the contracted working hours will be spent on learning and developing the required Knowledge, Skills and Behaviours. This development time will include learning new relevant tasks within their role, embedding the knowledge within their role, practical workplace training, spending development time with their Line Manager, attending online/face-to-face courses and time writing assignments/assessments including directed self-study hours: Evidencing the application knowledge within their working day, Independent study and research, Shadowing colleagues and mentoring, Technical training.

Qualification & Professional membership

Diploma in Principles of Management and Leadership Level 3 - On completion, apprentices can register as full members with the Chartered Management Institute and those with 3 years of management experience can apply for Chartered Manager status through the CMI.

Gateway

- Professional Qualification.
- Apprentices without Level 2 English and mathematics will need to achieve this level prior to taking their EPA.

End point assessment

- Assessment of competency through competency-based interview.
- Assessment of portfolio of evidence.
- Continuing Professional Development Log reviewed and professional discussion/question and answer session.



LONDON
SKILLS FOR
GROWTH

LONDON
SOUTH EAST
COLLEGES

DELIVERY

Induction

1-day induction to Apprenticeship programme, meeting with a Skills Coach and Delivery Plan agreed.

In college

2 workshop sessions a month for the duration of the programme (during term time).

Online

Supporting material throughout, including Mindful our virtual platform and access to smart assessor (e-portfolio).

Assessment

On programme progress reviews will be completed with the Employer and learner every 8-10 weeks.

KNOWLEDGE/ SKILLS/BEHAVIOURS

Knowledge

- Leading People
- Managing People
- Building Relationships
- Communication

Skills

- Operational Management
- Project Management
- Finance

Behaviours

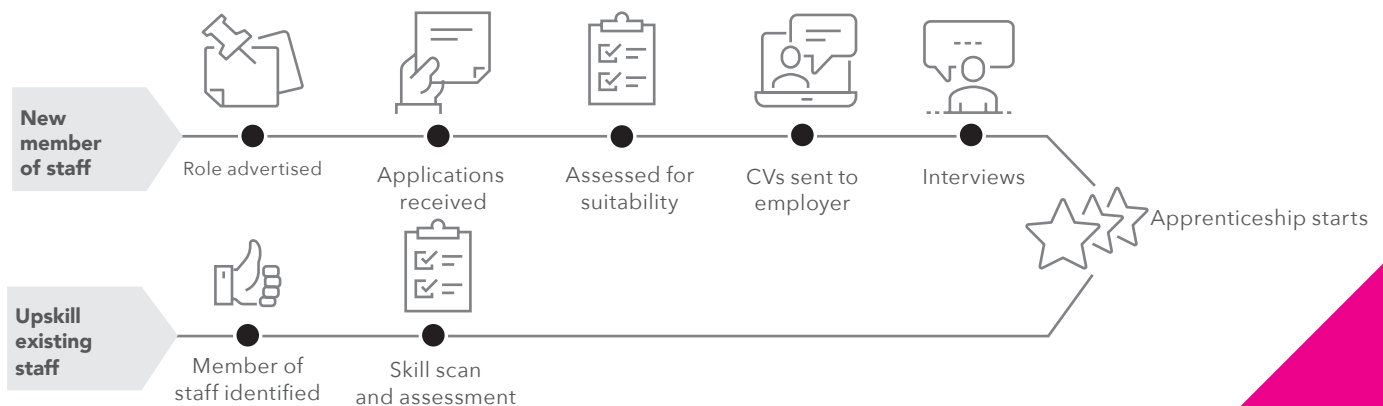
- Takes responsibility
- Inclusive
- Open, Agile

ENTRY REQUIREMENTS

Maths and English GCSE Grades 9 - 3; A* - D; Functional Skills Level 1 or initial assessment results at Level 1. Job role includes supervision of individuals.

CAREER PROGRESSION

Level 5 Operations / departmental manager.



General Enquiries:
employers@lsec.ac.uk
 020 3954 4965

