

Team Leader

LEVEL 3

12 Month Programme + EPA

This Level 3 apprenticeship is designed to equip line managers with excellent leadership skills, and drive teams towards business success.

Introduction to the course

The apprenticeship introduces the learner to different leadership styles, organisational cultures and team management models, as well as the importance of personal development for a first-line manager.

This is a practical programme, where leadership and management principles are made relevant to the work situation. It is suitable for a Team Leader or Supervisor who has responsibility for managing a team to achieve organisational goals.

The learner will be supported by a mentor, who will encourage development of their leadership and management qualities, with a view to progressing towards recognised CMI qualifications.

Learner outcomes

The learner will develop skills to lead, manage and develop team members, plan and monitor workloads and resources, deliver projects, and build relationships.

This apprenticeship will help learners become more confident leaders, capable of analytical thinking and effective problem solving.

Assessment

Learners maintain an activity portfolio alongside on programme assessment. With the approval of the employer, learners will progress to End-Point Assessment where they will be required to undertake a professional discussion (1hr) around their portfolio of

evidence, gathered during the apprenticeship. The second part is a presentation (20mins) followed by Q & A (40mins)

A good fit for

This apprenticeship is best suited to someone already in a Team Leader role with operations and project responsibilities or responsibility for managing a team to deliver a clearly defined outcome.

What's next?

On completion of the apprenticeship, learners may choose to use the CMI post-nominals if they continue membership with the CMI. Learners can continue their professional development with our Level 5 Operations Manager apprenticeship or a Level 5 professional qualification in Leadership and Management.

CMI qualification

As part of this apprenticeship, learners will have the option to complete the CMI Level 3 Certificate in the Principles of Leadership and Management.



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Course overview



Start Date
Flexible



Level
3



Duration
12 months + 3 months EPA



Delivery
Blended



Assessment
On-Programme and End-Point Assessment



Qualification
Team Leader apprenticeship at Level 3 and an option to complete the CMI Level 3 Certificate in the Principles of Leadership and Management

Team Leader

LEVEL 3

unlocking potential
delivering personalisation
enhancing performance

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Blended Delivery Model

Month	1	2	3	4	5	6	7	8	9	10	11	12
Programme Induction & Enrolment	People, Relationships & A High Performing Team Programme launch. Stakeholder management and performance management techniques. Building trust, motivating others, and creating a positive team environment. Developing a collaborative, and growth-orientated team environment.	Communication, Operational Plans & Using Technology Resource allocation, operation plans and effective communication. Collaborate with stakeholders, working towards the same goals. Utilising technology for effective documentation and communication.	Data Collection & Benchmarking Data analysis, reporting and problem solving skills. Making informed decisions.	Future Plans & Opportunities Business change and environmental impact. The dynamic nature of leadership.	Problem Analysis & Conclusions Problem solving and communication in influencing teams. Contributing to a teams decision making process	Contributing to a Project Project and time management tools and strategies. Managing workloads to effectively deliver a project.	Managing Change & Improvement Continuous improvement, budget management. Leading teams through change, supporting a positive team.	Team Leading Excellence End point assessment preparation. Mock end point assessment. Revision and support.				

Blended Learning, Coaching, Mentoring & Peer Support



Gateway



End Point Assessment

3 Months

-  Presentation with questions
-  Professional discussion underpinned by a Portfolio of Evidence

 Apprenticeship Achieved

Key



Informal Learning



Coaching/
Mentoring



Competency
Gateway/Exams



Training/
Simulation



Self Study