

Apprenticeship Overview

A Team Leader/Supervisor is required to provide direction, instruction and guidance towards a team or a project, to ensure the targets are reached and goals met. An effective Team Leader provides support to management and other senior staff and provides encouragement to other members of staff, whilst also ensuring own responsibilities and projects are completed

Key Responsibilities

Key responsibilities are often likely to be divided between managing people and projects.

When leading for projects: managing, planning and monitoring workloads and resources, delivering operational plans and resolving problems.

When leading teams: the Leader will support, manage and develop team members, building relationships internally and externally. The Team Leader may also be responsible for hiring and training staff and covering management duties where needed.

Knowledge covered within the programme includes:

- Managing People
- Operational Management
- Project Management

Qualifications Included

Apprentices without Level 2 English and maths (GCSE Grade 4 or equivalent) will need to achieve this prior to taking the end-point assessment.

As part of the apprenticeship, your Apprentice will build a portfolio of evidence related to their role and requirements of the end point assessment.

Entry Requirements

The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade 4 (or equivalent) minimum. You may also choose to consider applicants based on relevant prior experience.

Programme Level

Level 3

Duration

Expected duration of 12 to 18 months

Job Roles

Specific job roles may include: Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson and Shift Manager.

Delivery Method

The duration of this programme is based on the apprentice working for at least 30 hours per week, including 'Off the Job' Training. If apprentices work less than 30 hours a week the programme duration will be extended. The 20% training is delivered by Creative Sport & Leisure, either at the workplace, off-site or via e-learning. The training is specifically tailored to ensure the apprentice develop the skills they will need to thrive in the workplace, giving apprentices a real advantage with career progression and allow the employer to build a future workforce.

End Point Assessment Method:

As part of the apprenticeship standard an external End Point Assessment Organisation will carry out your end point assessment using the following methods:

- Knowledge Test
- Project/Case Study
- Professional discussion

Progression

On completion, apprentices may choose to register as Associate members with the Chartered Management Institute (CMI) and/or the Institute of Leadership & Management (ILM), to support their professional career development and progression.

