

Qualification Fact Sheet

Apprenticeship Title:	Team Leader / Supervisor
Route:	Business and administration
Overview	<p>This apprenticeship is aimed at individuals whose key responsibilities may include supporting, managing and developing team members, managing projects and resources, delivering operational plans, resolving problems, and building internal/external relationships. Focus is on developing knowledge and skills across key areas: Organisational performance, Interpersonal excellence and Personal effectiveness.</p> <p>We tailor delivery through blended learning methods to meet and develop a variety of learning styles and increase value with embedded additional courses.</p> <p>Our flexible, partnership approach ensures delivery is suitable for organisational needs, and your candidates are working towards clear expectations in readiness for end point assessment.</p>
Level	3
Reference	ST084
Suitable Roles	This apprenticeship is suitable for candidates who manage teams and projects to meet a private, public or voluntary organisation's goals.

Knowledge, skills and behaviours

Key knowledge & skill areas developed include: Leading People, Managing People, Building Relationships, Communication, Operational Management, Project Management, Finance, Self-Awareness, Management of Self and Decision Making.

Key behaviours developed include: Taking responsibility, Inclusivity, Business Agility, Professionalism.

Component parts

Level 3 Diploma in Management which forms the knowledge and competency elements of the apprenticeship and is also a stand-alone, nationally recognised qualification.

Portfolio Development Collecting evidence to present at the final assessment. The portfolio may include: written statements, reports, presentations, performance reviews, observations, feedback and discussions record by the provider.

End Point Assessment Once the training provider is confident that all of the learning outcomes have been covered, the employer has the final decision to progress the apprentice for EPA after reviewing the Portfolio of Learning and Performance.

Apprentices without Level 2 English and Maths will need to achieve this prior to taking the end-point assessment. Training and assessment will be planned and carried out during the apprenticeship.

Off-the-job training

The apprentice must receive off-the-job training for a minimum of 20% of the time that they are paid to work. This rule applies to all apprenticeships in England. Off-the-job training is:

- learning completed outside of the normal day-to-day working environment and leads towards the achievement of the apprenticeship
- directly relevant to the apprenticeship.

Depending on the needs of the candidate and organisation this can include the following:

- the teaching of theory - for example lectures, role playing, simulations, exercises or online learning
- can be practical training - for example shadowing, mentoring and industry visits
- learning support and time spent writing assessments or assignments
- additional courses will be embedded as required/agreed contributing to off-the-job training.

End Point Assessment

The final assessment and grading will be undertaken by the Independent Assessor. Marks will be allocated across the areas being assessed, with a maximum possible mark of 100.

END POINT ASSESSMENT EVIDENCE	MAXIMUM MARK	TOTAL MARK	GRADE
Knowledge Test	30	70+	Distinction
Structured competency-based interview	20	60+	Merit
Assessment of portfolio of evidence	20	50+	Pass
Professional discussion of CPD activity	20	<50	Fail

*Apprentices will need to achieve at least 50 per cent within each part of the End Point Assessment to be able to pass the apprenticeship.