

# Level 3

## Team Leader/ Supervisor Apprenticeship

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## Summary

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.

## Entry Criteria

We would expect apprentices to have a minimum of 4 GCSE's Grades 9-4 (A-C) including Maths and English

## Attendance

Apprentices will attend college one day a month (during term-time only) at our Kingsway College Campus

## What will I learn?

The Apprenticeship standard consists of :

- ILM Level 3 Diploma for Managers
- Leading People
- Managing People
- Building Relationships
- Operational Management
- Project Management
- Finance
- Management of Self
- Problem Solving and Decision Making
- Presentations

## Key words

- Team Leader
- Supervisor
- Project Management
- Leadership
- Decision Making
- Problem Solving

## Duration

18 months + End Point  
Assessment

# The Apprenticeship Journey

## Initial Steps



### Make an application

- Via your employer
- Or for a new apprenticeship vacancy

### Interview Stage

(N/A for existing employees)

### Initial Assessment

Functional Skills  
(if required)

## Your Apprenticeship



### Induction (0-3 months)

- Start with employer
- Enrolment / commence College course
- Understand expectations

### On Programme (3– 18 months)

- Continue attending college
- Study towards ILM L3 Diploma for Managers
- Work towards knowledge, skills and behaviours
  - Develop portfolio

### Gateway (18 months+)

- Achieved level 2 Maths/ English
- Achieved ILM L3 Diploma for Managers
- Competent in knowledge, skills and behaviours

## Your End Point Assessment



### End Point Assessment (18 months+)

- Graded Distinction, Merit, Pass or Fail

#### Assessment Type

Knowledge Test

Competency based Interview

Assessment of Portfolio

Professional Discussion



# How To Contact Us

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## Employer Services:

**Phone:** 0151 257 2828

**Email:** [enterprise@riversidecollege.ac.uk](mailto:enterprise@riversidecollege.ac.uk)

**Website:** [www.riversidecollege.ac.uk/apprenticeships](http://www.riversidecollege.ac.uk/apprenticeships)

**Twitter:** @riversidecoll

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