



Anderson Stockley

Accredited Training Ltd.

Team Leader/Supervisor Apprenticeship Standard

The Team Leader/Supervisor Apprenticeship is suitable for anyone working in a first line management role, with operational/project responsibilities or someone who is responsible for managing a team to deliver a clearly defined outcome. As a manager they will provide direction, instructions and guidance to ensure all the set goals are met in a timely manner.

Apprenticeship Components

- Team Leader/ Supervisor Apprenticeships
- Level 3 Diploma in Team Leading - Portfolio of evidence, workbooks and observations in the workplace
- Level 2 Functional Skills in Maths - Invigilated test for Mathematics
- Level 2 Functional Skills in English - Two invigilated tests, discussion and presentation
- End Point Assessment - Knowledge Test, Interview, Portfolio of Evidence, Professional Discussion relating to CPD activity

Qualification Structure

Over the duration of this Apprenticeship, apprentices will need to demonstrate the knowledge, skills and behaviours for a Team Leader. These skills will be developed over a period of time with the support of a work based mentor and an assessor. The assessor will set a range of assessment tasks that the learner will need to complete that will develop the apprentice's knowledge, skills and behaviours in the workplace.

What is Off the Job Training?

While on programme all learners must spend a minimum of 20% of their apprenticeship conducting 'off the job training' towards their qualification. This could include: mandatory training lectures, role-playing, simulation exercises, online learning, manufacturer training, practical training such as: mentoring, shadowing, industry visits and attendance at shows/conferences. This could also include time spent writing assignments/assessments.

This does not include: English, Maths, progress reviews, on programme assessment, or training which takes place outside the apprentice's paid working hours.

What is the End Point Assessment?

The end point assessment consists of four parts, a Knowledge Test, Interview, Portfolio of Evidence and a Professional Discussion relating to CPD activity.

The interview is designed to test the apprentice's knowledge using a set of structured questions. This can be conducted over the phone, online, written, or via video link.

The knowledge test is designed to assess the knowledge skills and behaviours of the apprentice. A series of different scenarios and situations will be used, with a series of questions requiring responses which will demonstrate the apprentices knowledge in that particular topic.

The portfolio of evidence will include, written statements, reports, presentations, performance reviews between employer and apprentice, observations, ongoing professional discussions between apprentice and training provider relating to projects and assignments. As well as feedback from the line manager and peers.

For the professional discussion apprentices will need to provide evidence of any additional learning/CPD undertaken during the apprenticeship, including any activity carried out during the course, including assignments or projects, details of any formal or informal learning, details of any professional discussions undertaken or support provided through professional bodies.

Entry Requirements

There are no specific entry requirements for this apprenticeship, however some employers may have their own entry requirements for applicants to meet. Furthermore all applicants will need to take an initial assessment for Maths, English and ICT prior to starting the apprenticeship.