

Apprenticeship Standards Factsheet

Level 3* - Team Leader

Occupation

A Team Leader or Supervisor is a first line management role, with operational and 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.

Topics Covered (Knowledge & Skills)

Interpersonal excellence – managing people & developing relationships (leading & managing people, building relationships, and communication)

Organisational performance – delivering results (operational & project management, and finance)

Personal effectiveness – managing self (awareness and management of self, and decision making)

Duration

Typically, this apprenticeship will take 12-18 months

Progression

On completion, apprentices may choose to register as Associate Members with the CMI and/or the ILM to support their professional career development and progression.

*Level 3 apprenticeships (advanced apprenticeships) are equivalent to 2 A level passes.



Employee Apprenticeship Scheme

01206 872596

www.essex.ac.uk/staff/recruiting-staff/employee-apprenticeships

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