



# Team Leader apprenticeship.



for a  
better  
tomorrow

Team leaders guide people, projects, and processes - providing direction to achieve goals while keeping everything running smoothly and in line with company policies and regulations.

<b>Level 3</b>	<b>Subject area:</b> Leadership & Management	<b>Duration:</b> 15 months + 3 month assessment period	<b>Delivery mode:</b> Online in the workplace
----------------	--	--	---

## What knowledge and skills will an apprentice learn?

Apprentices will learn through online workshops and one-to-one sessions with a Get Set UK Learning Development Mentor and specialist trainers, covering:

- Performance management techniques to include appraisals, improvement plans and handling challenging conversations.
- Relevant regulation, legislation, and compliance that impacts their role and the organisation.
- The purpose of their role within the organisation, including their level of responsibility and accountability.
- Principles of change management and continuous improvement.
- Problem-solving and decision - making principles.

## What experience will the employer need to provide?

The apprentice will need to have the opportunity to regularly carry out the following tasks:

- Manage individual or team performance by setting objectives, monitoring progress, and providing clear guidance and feedback.
- Implement the organisations strategy and communicate how this impacts others.
- Collaborate with stakeholders in the organisation to ensure the delivery of operational goals.
- Identify and support the development of the team through informal coaching and continuous professional development.
- Communicate information through different media, such as face-to-face meetings, emails or reports.

## What is involved in the end-point assessment (EPA)?

- Professional discussion underpinned by a portfolio of evidence
- Presentation with questions



## Start your apprenticeship journey today.

Call our dedicated apprenticeship team on **01268 270 648** or email us at [apprenticeships@getsetuk.co.uk](mailto:apprenticeships@getsetuk.co.uk)



## Cost/funding band

Free for learners  
Employers: £5,000 - up to  
100% government-funded



## Professional recognition

Membership to Institute  
of Leadership and  
Management



## Job roles

- ✓ Supervisor
- ✓ Project Officer
- ✓ Team Leader
- ✓ Shift Supervisor
- ✓ Shift Manager



## SCAN ME

For more info

