

TEAM LEADER LEVEL 3

Overview

The Team Leader apprenticeship is designed for individuals who are responsible for leading a team or managing a defined area of work. They support, guide and develop team members, coordinate projects and plan and monitor workloads and resources to achieve operational goals. Their role also involves delivering against organisational plans, solving problems and building strong working relationships across the business.

This apprenticeship offers development opportunities for a wide range of learners. It is ideal for those beginning their leadership journey and taking their first step into management, as well as individuals already in a team-leading role who have practical experience but want to strengthen their theoretical understanding of leadership and management.

Apprenticeship Delivery – Blended learning Face-to-face, Teams, telephone, individual study and online learning

End of Course Qualifications

Functional Skills Level 2 in Maths and English
Level 3 Team Leader/ Supervisor
Apprenticeship Standard

End Point Assessment

Presentation with questions & answers
The apprentice will be given their presentation title post gateway. The presentation will be based on one of the following topics: reviewing ways to reduce cost and increase efficiency in a business environment, implementing a performance management process within a team or business, supporting their team through a period of change within their organisation or managing a difficult situation within their team. Professional discussion underpinned by a portfolio of evidence.
On completion, apprentices may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management.

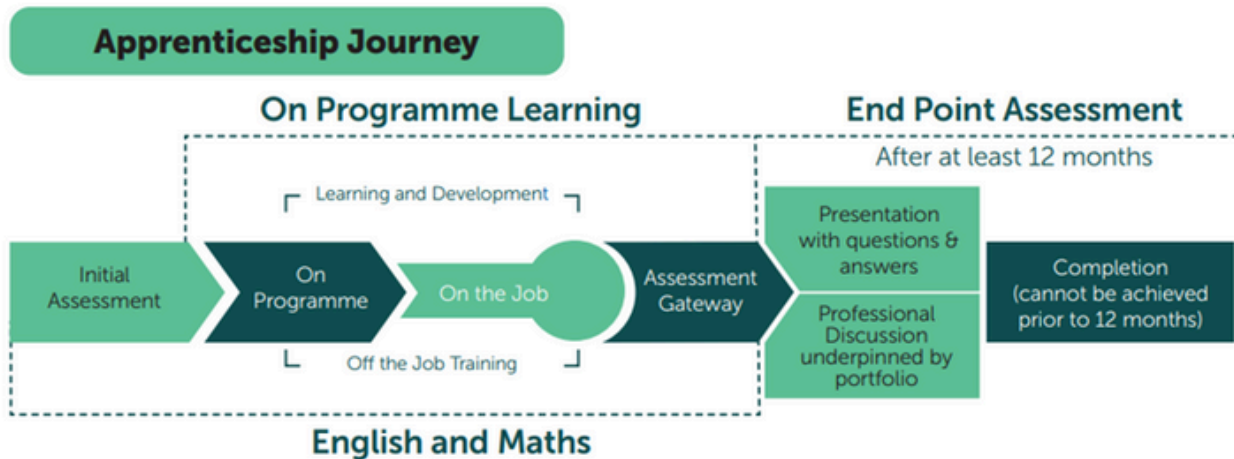
Apprenticeship Breakdown



Level 3



12 - 18 months



What will you learn on the Team Leader/Supervisor Apprenticeship?

Effective performance and resource management, including identifying learning needs, supporting team development, and managing operational and project plans through appropriate tools, policies, and processes. It involves interpreting organisational strategy, regulation, legislation, and external factors such as sustainability and technological change, and communicating their impact to others. Strong communication, stakeholder management, problem-solving, leadership, and change management skills are essential, alongside the ability to use digital tools and data to plan work, monitor performance, drive continuous improvement, and support informed decision-making. The role also requires promoting equality, diversity and inclusion, managing relationships across teams, and contributing to organisational objectives within the wider social and economic environment.

Behaviours include acting with professionalism and integrity, supporting an inclusive culture, taking ownership and accountability, engaging in continuous professional development, and adapting flexibly to change.