



*a professional approach for professional people*

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# Team Leader / Supervisor Apprenticeship

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## Level 3

### **BOOST YOUR BUSINESS WITH APPRENTICESHIPS**

The new apprenticeship standards allow you to bring new talent through the ranks and train your team with the skills they need to help your business succeed.



Approved  
Centre

## Team Leader / Supervisor Apprenticeship Level 3

### Why the Team Leader/Supervisor apprenticeship is good for your business

A 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.

### Your apprentice will achieve:

- Level 3 Diploma in Management & Leadership

### Typical job roles include:

Supervisor  
Team Leader  
Project Officer  
Shift Supervisor  
Foreperson  
Shift Manager

### This approach will provide the apprentice with confidence and understanding in key areas such as:

#### Knowledge

- Different leadership styles and benefits of coaching
- Understand organisational cultures, equality, diversity and inclusion.
- People and team management models
- Understand HR systems and legal requirements
- Performance management techniques.
- Approaches to customer and stakeholder relationship management
- Know how to chair meetings, hold challenging conversations, provide constructive feedback and understand how to raise concerns.

#### Skills

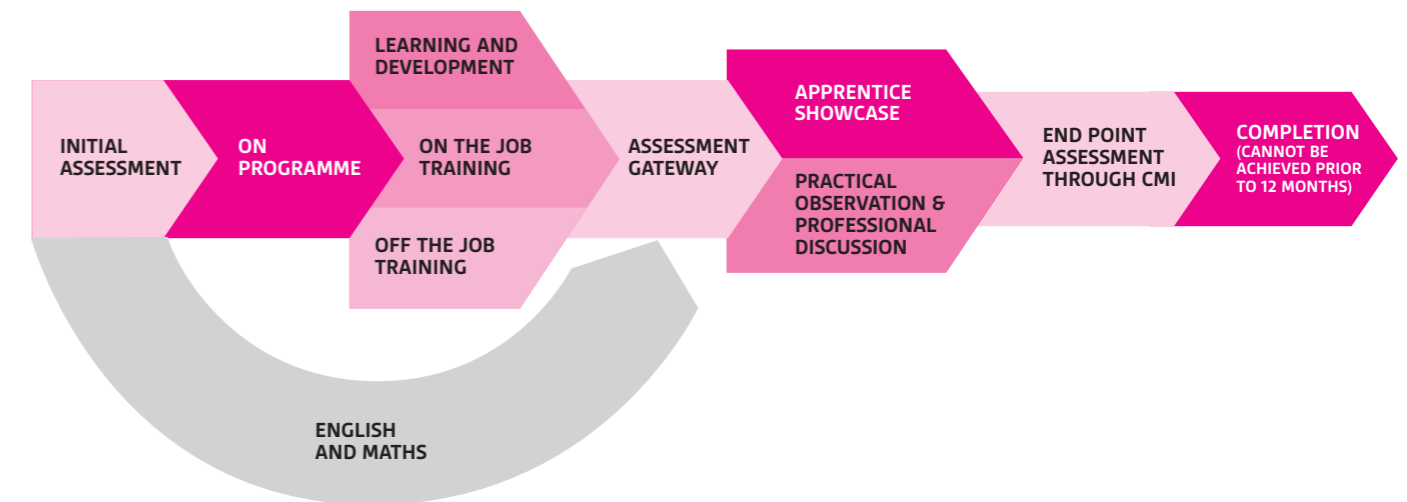
- Operational Management
- Project Management
- Leading People
- Managing People
- Building Relationships
- Communication

#### Behaviours

- Takes responsibility
- Inclusive
- Flexible to the needs of the organisation
- Creative, innovative and enterprising
- Sets an example
- Fair, consistent and impartial

## The apprenticeship

Your step by step guide to taking on a apprentice



### Your apprentice must:

- Be paid at least the national minimum wage
- Be an employee
- Work with experienced staff
- Learn job-specific skills
- Study during their working week (including attending our training centre)

### Hiring your apprentice

There are several steps to taking on an apprentice:

- You can identify your own apprentices
- Advertise your apprenticeship - we will do this for you through the 'recruit an apprentice' service
- Select your apprentice and make an apprenticeship agreement and commitment statement with them

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### Why apprenticeships?

Here are just a few of the benefits of hiring an apprentice:

- Apprenticeships are a great way of attracting enthusiastic talent with fresh ideas
- They can be tailored to specific job roles, making them flexible to the needs of the business
- Apprenticeships provide you with the skilled people you need for the future
- Apprenticeships can help reduce staff turnover, by increasing employee satisfaction and loyalty
- Apprenticeships are a tried and tested way to recruit new staff, re-train or upskill existing staff
- The average apprenticeship improves productivity by over £10,000 per year
- When you employ an apprentice below the age of 25, you are no longer required to pay employer National Insurance contributions for them

Whatever sector you're in, there are so many benefits that apprentices can bring to your business.

### Apprenticeship Funding

Levy paying employers (employers with a paybill over £3m per year) – your levy funds can be used to pay for apprenticeships.

If you are a non-levy paying employer 90% of the apprenticeship training and assessment costs will be paid by the government and you will only have to contribute the remaining 10%.

Government incentives are available if you take on apprentices between 16 – 18 years of age.



To find out more  
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