



Team Leader/ Supervisor Level 3 Apprenticeship





Team Leader/Supervisor

Level: 3

Duration: 18 months

Course Type: Apprenticeship Standard

Who is this for?

This apprenticeship is perfect for the following roles: Front Line Manager, Junior Manager, Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, Shift Manager and other similar roles

What will be achieved?

- Team Leader/Supervisor Apprenticeship Standard Certificate
- CMI Level 3 Diploma in First Line Management (optional)
- Level 2 Functional Skills in Maths and English (if no prior exemption)

What will be involved?

The Team Leader/Supervisor Level 3 Apprenticeship is made up of several components which cover the programme.

- Following enrolment and induction, programme units are grouped into 3 themes which complement each other. These are Personal Effectiveness, Interpersonal Excellence and Operational Performance. Apprentices will be assessed on their knowledge, skills and behaviours throughout the apprenticeship. This is tracked online using an e-portfolio and supported by visits from a tutor every 4-6 weeks.
- After each theme is complete, a Mock End Point Assessment is carried out to ensure apprentices are ready to complete the End Point Assessment at the end of the programme
- Apprentices also work towards a Level 2 qualification in English and maths in the first half of the programme if they have no prior exemption
- As part of government policy to raise the quality of an apprentice's learning, a '20% off the job learning' policy applies to apprenticeships. Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.

Our CMI Partnership

Hawk is proud to partner with CMI who provide the Level 3 diploma, which we deliver alongside the apprenticeship standard. These CMI units allow learners to attain a nationally recognised qualification (CMI Level 3 Diploma in First Line Management) as well as the full apprenticeship standard certification.

CMI's Level 3 Diploma in First Line Management is designed for middle managers and those aspiring to senior management who want to develop their First Line Management knowledge and skills. A Diploma in First Line Management is the benchmark qualification for full CMI membership, taking you another step towards Chartered Manager status.



Programme Overview



End Point Assessment (EPA)

After a minimum of 372 days and successful delivery of the programme, the end point assessment will take place. The end-point assessment is a synoptic assessment of the skills, behaviours and knowledge that have been developed throughout the apprenticeship.

The End Point Assessment for this standard is made up of four assessment methods:

- Knowledge Test using scenarios and questions - Weighting 30% - Apprentices will be given questions to assess their knowledge using a series of different scenarios and situations.
- Structured competency based interview - Weighting 30% - Knowledge requirements and their application will be tested using a series of questions to assess the apprentice's knowledge.
- Assessment of portfolio of evidence - Weighting 20% - The apprentice's portfolio of evidence will be reviewed and assessed. The portfolio is a collection of evidence which might include: Written statements, Reports, Presentations, Observations or Feedback from Line Managers.
- Professional discussion relating to CPD activity - Weighting 20% - The apprentice will provide evidence of any additional learning/CPD undertaken during the apprenticeship.

Non-Levy Paying Employers (With less than 50 employees)

£0/£500
per learner

This apprenticeship is fully funded by the government if the apprentice is aged 16-18 or the apprentice is 19-24 and has previously been in care or has a Local Authority Education and Health Care Plan. Otherwise there is a charge of £500 + VAT which can be paid monthly over the duration of the apprenticeship or in full at the start.

Non-Levy Paying Employers

£500
per learner

This apprenticeship costs £5,000 and is funded by both the employer and the government. The government will pay 90% (£4,500) of the cost. This can be paid monthly over the duration of the apprenticeship or in full at the start.

Levy Paying Employers

£5000
per learner

This apprenticeship costs £5,000 which is funded from the employer's levy pot via the Apprenticeship Service over the course of the apprenticeship.

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Our valued partners include:

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