



TEAM LEADER LEVEL 3 APPRENTICESHIP CMI L3 QUALIFICATION OPTION

This apprenticeship equips newly appointed or newly promoted Team Leaders looking to develop the essential foundation skills and knowledge required to effectively lead a team. Team Leaders shoulder various key responsibilities, which encompass supporting and developing team members, overseeing and effectively managing projects and planning and monitoring workloads. Job titles can include Team Leaders, Line Managers, Supervisors, Project Officers, Shift Supervisors, Forepersons, and Shift Managers.

Delivered through a combination of engaging methods including virtual tutor-led classroom sessions and personalised 1-2-1 workshops, this apprenticeship encompasses a diverse range of core supervisory modules.

Learners will also have the opportunity to attain the CMI L3 Diploma, a widely recognised credential upon completion.

WHAT WILL BE COVERED?

Knowledge topics will include but is not limited to;

- Leading People
- Communication
- Study Skills
- Finance
- Operational Management
- Networking and Relationships
- Project Management
- Managing Data

QUALIFICATION



This Apprenticeship offers learners the opportunity to gain the **Level 3 CMI Diploma in Management and Leadership.**

*(*Reg & Certificate fees of £137 +VAT apply)*

COURSE DETAILS

The course's learning component spans 12 months, allowing flexibility for learners to complete online modules at their convenience, accommodating both the learner and employer commitments. Following this, there will be a 3-hour live, tutor-led session on Zoom. Additionally, learners will benefit from one-on-one sessions with the tutor after each module, lasting approximately one hour. These sessions aim to ensure comprehension of the content and its practical application in the workplace.

Throughout the course, learners will construct two distinct portfolios: one aligned with apprenticeship standards and the other focused on the CMI qualification. The latter portfolio involves the creation of essay-based reports and assignments, some of which may extend up to 2000 words.



ENTRY REQUIREMENTS

The learner must be exposed to relevant work experience in their current role to be able to meet the standards of the apprenticeship.

We require all candidates to hold (and show proof of) a minimum of a GCSE grade C/4/functional Skills level 2 in at least one of the following subject areas before enrolment; Maths and English.

For those who need to complete either Maths or English at grade C, **Functional Skills tuition** is available from our specialist tutors, who will support you to complete the final exam. The cost of this tuition is covered by the apprenticeship funding.

If a candidate requires functional skills support they will be required to take an initial assessment to determine whether they are eligible to be enrolled on programme.

Learners can start the apprenticeship program at any time. Please contact us for details on how to enrol.
Call 01228 210018 or email apprenticeships@sptraininguk.com



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PROGRAM DELIVERY

Learners will participate in a blended mix of tutor-led sessions and online interactive learning via our bespoke platform **OLLIE**.

The program is underpinned with on-the-job “buddying”, where the learner gains practical on-the-job training.

Learners benefit from a structured induction session and regular reviews every 3 months.

Our delivery team will work with you to create the best possible program to suit your company and ensure specific modules are included that will add the most value to your employees.



Learners engaged with the Team Leader Apprenticeship will gain following skills;

Interpersonal excellence – managing people and developing relationships

Organisational performance – delivering results

Personal effectiveness – managing self

ASSESSMENT METHODS

Learners will be subject to an End Point Assessment which will consist of;

A Presentation with Q&A

The apprentice will be given their presentation title post gateway. The presentation will typically last for 20 minutes and the questioning will typically last for 30 minutes in order to provide scope for the apprentice to demonstrate their full competence.

A Professional discussion underpinned by a portfolio of evidence

The underpinning portfolio will have been submitted and must evidence all of the Knowledge, Skills and Behaviours mapped to this apprenticeship. The independent assessor can use the contents of the portfolio to identify discussion areas for the discussion. The professional discussion will last 60 minutes.

COSTS / APPRENTICESHIP LEVY

If your business pays into the **Apprenticeship Levy**, the cost of the training is fully funded. If you do not pay into the levy then the government still covers 95% of the costs so the course fees will only be £225

WHAT'S NEXT?

Upon successful completion of this **Level 3 apprenticeship** the learner may also wish to go on to study the **Level 5 Operations / Departmental Manager apprenticeship** where they will obtain on completion, Chartered Management Status CMger CMI which would normally cost over £700.



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