



The
Growth
Company

Level 3

**Team Leader/Supervisor
Apprenticeship**





At the Growth Company Education and Skills we understand that learning and development is essential for businesses to innovate and thrive and we are passionate about delivering a high-quality service.

We understand that an apprenticeship is a commitment for both you and your employee, which is why we design our apprenticeship programmes to complement the day to day running of your business.

Our team of industry experts will work closely with you to ensure you and your apprentice receive the support they need to succeed. From our initial business training consultation through to completion and progression, we are with you every step of the way.

The apprenticeship journey is as much yours as it is the apprentice's, therefore we will provide you with all the tools you need to help them achieve. As you take responsibility for their learning, you will provide us with regular feedback on their performance, when they should progress and when you feel they are ready to take their end point assessment.

About this Apprenticeship Standard

Duration – 18 months (15 months training period plus up to 3 months for end-point assessment)

Minimum 6 hours per week off-the-job learning

Entry requirements – Ideally, applicants will hold a GCSE grade A*-C/9-4 in maths and English or equivalent. Apprentices without Level 2 English and maths will need to achieve this level prior to completion of their Apprenticeship.

A Team Leader or Supervisor is a first line management role, working in any size of organisation within the private, public or third sector, to provide direction, instructions and guidance to ensure the achievement of set goals.

The job role maybe a Supervisor, Team Leader, Project Officer, Shift Supervisor or Foreperson and will focus on operational and project responsibilities and/or responsibility for managing a team to deliver a clearly defined outcome.

The key responsibilities of the Team Leader/Supervisor role 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 internal and external relationships.

The underpinning knowledge, skills and behaviours for the programme will develop interpersonal excellence, organisational performance and personal effectiveness.

What is involved?

During the apprenticeship journey, learners develop their knowledge, skills and behaviours through both the employer and the Growth Company.

Here is an example of the apprenticeship journey:

1. Pre-enrolment, role-scoping, initial assessment and onboarding
2. On and off-the-job learning
3. Preparation for end-point assessment
4. End-point assessment completion
5. Achievement and next steps

Off-the-job training is learning which is undertaken outside of the normal day-to-day working environment

and leads toward the achievement of an apprenticeship. Off-the-job training must be directly relevant to the apprentice's programme.

Apprentices will be required to attend approximately ten half-day online tutor-led workshops which cover the following areas:

- Self-Awareness
- Management of Self
- Leading People
- Managing People
- Building Relationships
- Communication
- Problem Solving & Decision Making
- Operational Management
- Project Management
- Finance

In addition to the online monthly workshops, apprentices will be required to attend monthly one-to-one coaching sessions with industry experts.

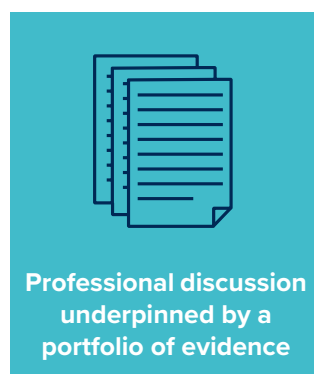
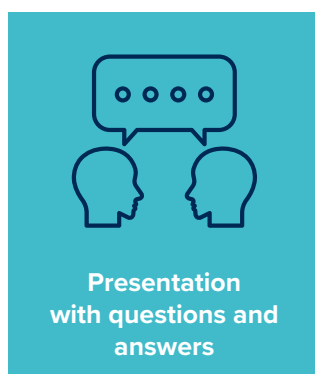
Self-study activities are available 24/7 via our online learning platform.

End-Point Assessment

End-point assessment (EPA) is the final stage of an apprenticeship. It is an impartial assessment of whether your apprentice has developed the skills, knowledge and behaviours outlined in the apprenticeship standard.

Assessments are designed by employers in the sector and are conducted by independent bodies known as end-point assessment organisations (EPAOs).

There are two elements to the EPA for this apprenticeship standard:



On successful completion of the apprenticeship, apprentices can register as an Associate Member of the Chartered Management Institute (CMI) or the Institute of Leadership and Management (ILM) to support

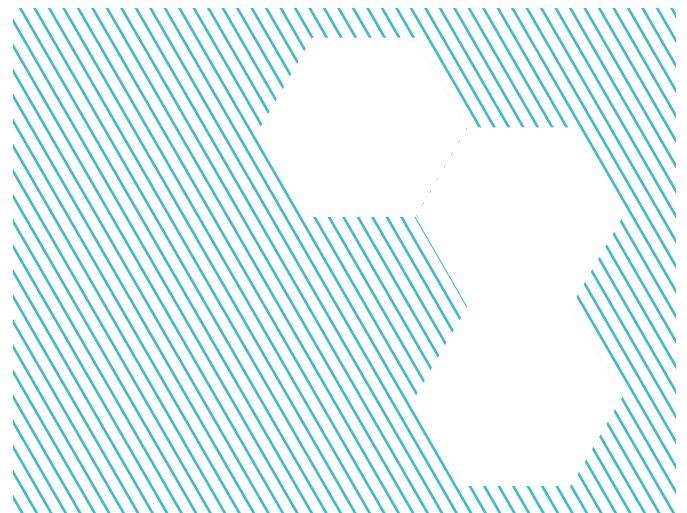
professional career development and progression.

Funding and the Apprenticeship Levy

Funding band value: **£4,500**

If you **DO NOT** pay the apprenticeship levy, you pay 5% towards the cost of training and assessing your apprentice. The government will pay the rest (95%) up to the funding band maximum. They'll pay it directly to the training provider.

If you pay the apprenticeship levy, you'll get funds to spend on training and assessing your apprentices. The government will add 10%.



You can get **£1,000** to support your apprentice in the workplace if they are one of the following:

- 16 to 18 years old
- 19 to 25 years old with an education, health and care plan
- 19 to 25 years old and they used to be in care

If your apprentice is eligible, we will give you the payment in 2 instalments of **£500**. You will get the first payment after 90 days and the second one after a year.

Get in touch...



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