

Business and Management

Team Leader/Supervisor Level 3 Apprenticeship

In Brief

Start Date / Duration

You can start an apprenticeship at any time. This programme will take 18 - 24 months to complete.

Entry Requirements

- The entry requirements for this apprenticeship will be decided by each employer, but may typically be five GCSEs at grade 4/C or higher. It is desirable that you have English and maths at grade 4/C or above but this is not essential as Functional Skills are delivered as part of the apprenticeship programme
- You need to be employed within a team leader or supervisor role. Your 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. Please see our [Apprenticeship vacancies](#)

You will achieve

Level 3 Team Leader/Supervisor Apprenticeship Standard.

Course Overview

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.

Roles/Occupations may include: Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, and Shift Manager.

Click here [<https://www.instituteforapprenticeships.org/apprenticeship-standards/>] for further information regarding the Standard Apprenticeship.

Course Content

You will be required to show competence in the following areas;

Interpersonal excellence – managing people and developing relationships

- Leading people
- Managing people
- Building relationships
- Communication

Organisational performance – delivering results

- Operational management
- Project management
- Finance

Personal effectiveness – managing self

- Awareness of self
- Management of self
- Decision making

Behaviours

- Takes responsibility
- Inclusive
- Agile
- Professionalism

English and maths

English and maths qualifications are a requirement for most jobs and it is important that you are able to demonstrate your ability in these areas. If you do not already have a grade C or above in GCSE English and maths you will automatically undertake further study in these subjects as part of your apprenticeship.

How will I be assessed?

You will be assessed through on programme assessment of knowledge, skills and behaviour

outcomes on-route to final synoptic end point assessment, consisting of an:

- Assessment of knowledge through a test using scenarios, questions and responses
- Assessment of competency through a competency based interview
- Assessment of portfolio of evidence
- Continuous Professional Development Log review and a professional discussion/question and answer session

What Equipment Will I Need?

You will be required to provide paper, writing materials, and a memory stick.

Where will I study?

Old Mill Lane campus
Church Street
Barnsley
S70 2AX

What can I do next?

Upon completion you could progress onto the Level 5 Operations/Departmental Manager Standard. You may also choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership and Management, to support your professional career development and progression.

How much does the course cost?

There is no cost to being an apprentice. All costs associated with your apprenticeship, including the cost of training and your salary, will be paid by your employer.

Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on +44 (0)1226 216 267.

Extra information

Contact the Apprenticeship Team

For further information please contact the team on 01226 216166 or email: apprenticeships@barnsley.ac.uk [mailto:apprenticeships@barnsley.ac.uk]

Want to join Barnsley Sports Academy and the Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/our-departments/sport/sports-academy/>] .

Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

English and Maths

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't already have a grade C/4 or above in GCSE English and Maths they will automatically be included in your study programme. If you want to work towards higher grades in English and Maths we can help you do that too.

Need a higher level Maths qualification? We offer a [Level 3 Mathematical Studies \(Core Maths\)](#).

This can be added to your study programme.

If you need any further information, please contact our friendly [Information Team](#).

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 20th September 2022

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started
Call us on **01226 216 123**