

# 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 01226 216 267.

## **Extra information**

### **Contact the Apprenticeship Team**

For further information please contact the team on 01226 216 166 or email: [apprenticeships@barnsley.ac.uk](mailto:apprenticeships@barnsley.ac.uk) [mailto:apprenticeships@barnsley.ac.uk]

## **Want to join Barnsley Sports Academy and Honeywell 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/barnsley-sports-academy/>] .

## **Additional Learning Support**

Our Additional Learning Support team can provide you with the support you need. Call 01226 216 769 for further information.

## **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 hold a grade C/4 or above in GCSE English and Maths, you will automatically be included in your study programme. If you want to work towards achieving a higher grade in English and Maths, we can help you do that too and we offer Level 3 Mathematical Studies (Core Maths) which can be added to your study programme.

If you're aged 19 or above and don't hold a a grade C/4 or above in GCSE English and Maths we can help. We offer FREE English and Maths qualifications that can be studied on a part-time basis, subject to eligibility.

If you need any further information, please contact our Information Team by calling 01226 216 123 or emailing [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [<mailto:info@barnsley.ac.uk>]

## **Disclaimer**

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

**Last updated:** 22nd May 2024

### **Want to apply?**

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**