

# APPRENTICESHIP STANDARDS ASSESSMENT AND SOLUTIONS



## TEAM LEADER/SUPERVISOR

- AP03
- LEVEL 3
- 12-18 MONTH PROGRAMME

## BUSINESS SECTOR

### 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. Your apprentice will provide direction, instructions and guidance to ensure the achievement of set goals.

Your apprentice may be working in the private, public or third sector and in any size of organisation. Their specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

### ROLE PROFILE

Your apprentice's 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.

Your apprentice's role/occupation may include: Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, and Shift Manager.

### YOUR APPRENTICES' LEARNING JOURNEY

Your apprentices will complete a 12-18 month apprenticeship learning journey.

Their journey will include developing team leader/supervisor knowledge, skills and behaviours and the achievement of Level 2 English and Maths. Your apprentices may undertake a Level 3 Diploma in Management (available from iCQ).

On completion of their learning journey, apprentices will undertake an End-Point Assessment, with an independent iCQ assessor.

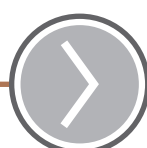
Throughout their journey, your apprentices will record and update their progress using iCQ's **iLearner** system, and their End-Point Assessment will be delivered using **iLearner**.

### FURTHER INFORMATION

The full Standard, Assessment Plan and current funding details can be viewed on the [\*Institute for Apprenticeships & Technical Education\*](#) website.



LEARNING  
JOURNEY



GATEWAY  
MEETING



END-POINT  
ASSESSMENT

# APPRENTICESHIP STANDARDS END-POINT ASSESSMENT

## TEAM LEADER/SUPERVISOR - LEVEL 3

### ▶ PRESENTATION WITH QUESTIONS AND ANSWERS

Your apprentice will prepare and deliver a presentation based on topic(s) covered within their apprenticeship, enabling them to demonstrate their knowledge, skills and behaviours.

The presentation will usually be 20 minutes in duration and is followed by questions and answers of 30 minutes.

### ▶ PROFESSIONAL DISCUSSION UNDERPINNED BY A PORTFOLIO OF EVIDENCE

During their apprenticeship, your apprentice will collect a portfolio of evidence, which underpins the Professional Discussion.

The 60-minute discussion will include standardised questions and scenarios to enable your apprentice to demonstrate their knowledge, skills and behaviours.



APPRENTICES CAN ACHIEVE A PASS OR DISTINCTION GRADE.

## WANT TO KNOW MORE?

For further information, please contact us:

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