

APPRENTICESHIP FACTSHEET

TEAM LEADER

⌚ Duration: 12/15 Months | 📖 English & Maths: Level 2 | 📈 Level: 3

THE APPRENTICESHIP

A Team Leader is a first line management role, with many 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.

COURSE CONTENT

During this Apprenticeship, the learner will be required to develop knowledge, skills, and behaviours to effectively operate as a Team Leader. Including but not limited to:



PROJECT
MANAGEMENT &
CONTRIBUTION



MANAGING CHANGE
AND CONTINUOUS
IMPROVEMENT



COMMUNICATING AND
IMPLEMENTING
OPERATIONAL PLANS



BUILDING A HIGH
PERFORMANCE
TEAM



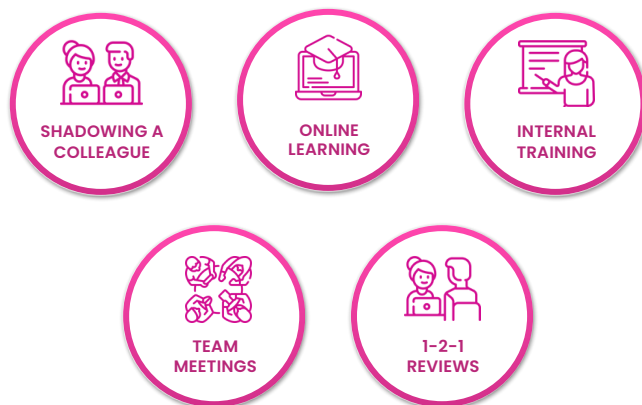
USING
TECHNOLOGY



FOR MORE INFO

OFF-THE-JOB TRAINING

The apprentice must receive off-the-job training (OJT) for a minimum of 20% of the time that they are paid to work throughout the duration of the Apprenticeship. There are many activities that can be calculated towards the OJT hours such as:



WHAT WILL YOU ACHIEVE?

This Apprenticeship will provide you with a better understanding of Team Leading and assist with career development. By the end, you will be able to:

-  **BUILD A HIGH-PERFORMING TEAM BY SUPPORTING DEVELOPMENT AND MOTIVATING THEM TO ACHIEVE**
-  **CREATE AN EFFECTIVE PERSONAL DEVELOPMENT PLAN, AND USE TIME MANAGEMENT TECHNIQUES TO MANAGE WORKLOAD AND PRESSURE**
-  **COMMUNICATE EFFECTIVELY, CHAIR MEETINGS, AND PRESENT TO TEAM AND MANAGEMENT**
-  **ORGANISE, PRIORITISE, AND ALLOCATE WORK, AND EFFECTIVELY USE RESOURCES**
-  **ACHIEVE A NATIONALLY RECOGNISED QUALIFICATION AND RECEIVE VALUABLE WORK EXPERIENCE**

END POINT ASSESSMENT

 **Duration: 3 Months**

The End Point Assessment (EPA) begins when the Employer, Apprentice, and Protocol Consultancy Services agree the apprentice has met the apprenticeship standard, as shown in progress reviews.

The EPA ensures industry standards are met and can start after twelve months of learning once the apprentice is competent. Functional skills in English and Maths must be completed before the EPA.

 **EPA Methods**

 **ASSESSMENT METHOD 1: A 20 MINUTE PRESENTATION FOLLOWED BY A 30 MINUTE Q&A SESSION WILL TAKE PLACE BETWEEN THE IEPA AND THE APPRENTICE**

 **ASSESSMENT METHOD 2: A 1 HOUR PROFESSIONAL DISCUSSION WITH THE IEPA UNDERPINNED BY A PORTFOLIO OF EVIDENCE**

WHY CHOOSE PCS?

Since 1996, Protocol Consultancy Services have guided over 5,000 learners through Apprenticeship programmes and achieved a 90% success rate. Benefits include:

-  **TRAINING IS TAILORED TO MEET THE INDIVIDUAL NEEDS OF THE LEARNER AND EMPLOYER**
-  **PERSONAL TRAINING ADVISORS DELIVER HIGH-QUALITY BLENDED LEARNING, FACE-TO-FACE TEACHING AND INFORMATION ADVICE AND GUIDANCE THROUGHOUT THE PROGRAMME**
-  **RESOURCES WILL BE PROVIDED TO ASSIST LEARNERS DURING THEIR APPRENTICESHIP**
-  **SUBJECTS ARE BROUGHT TO LIFE USING ONLINE RESOURCES AND VIRTUAL LEARNING ENVIRONMENTS**
-  **REGULAR UPDATES ARE PROVIDED TO KEEP YOU UP-TO-DATE OF YOUR PROGRESS**

PROGRESSION

There are several progression opportunities available following the completion of this level 3 Apprenticeship course, which members of our recruitment team will be happy to give you advice and guidance to support your choices.

Get in touch using the information or QR code below

CONTACT US

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