



Team Leader/Supervisor

Welcome to the Team Leader/Supervisor programme.

The Level 3 programme is designed for front line or first-time managers looking to develop their skills as they move into a leadership role.

The programme focuses on the Learners own personal effectiveness. The Learner will develop their skills, learning about conflict management and developing their self-awareness. As well as looking at how effective interpersonal relationships with stakeholders can deliver results.

During the programme Learners will have access to CMI (Chartered Management Institute) Management Direct which has resources to support Learners. Once achieved, Learners will have gained a nationally recognised Team Leader/Supervisor Apprenticeship Standard and may consider enrolling onto the Operations/ Departmental Manager Level 5 programme.

ABOUT INTEC BUSINESS COLLEGES

We are a national training provider, who have worked with organisations across the UK helping them to upskill their workforce through vocational qualifications since 1982. Our mission is to enable our Learners to develop, progress and achieve.

**LEVEL
LEVEL 3**

**DURATION
12 MONTHS (+ 4 months for EPA)**

**END POINT ASSESSMENT ORGANISATION
THE CHARTERED MANAGEMENT
INSTITUTE (CMI)**



THE PROGRAMME *

We offer both cohort and one-to-one delivery models for this programme. If one-to-one delivery is preferred, the Learner will receive a 2-3 hour monthly visit from a dedicated Intec Tutor who will deliver the Standard either remotely or in the Learner's place of work. If the Learner would prefer to be a part of one of our cohorts, they will be required to attend a remote workshop once a month, supported by a virtual one-to-one with a specialist Intec Tutor. We use a blended learning approach and all sessions will be supported by our online delivery platform, Smart Assessor, where Learners can upload their work and Tutors and Managers can monitor their progress between visits.

As part of an Apprenticeship, Learners are required to spend 6 hours a week (based on 30-hour contract) engaged in off the job training. This can be achieved in a variety of ways.

| PROGRAMME COVERAGE | |
|------------------------|------------------------|
| Knowledge & Skills | |
| Leading People | Managing People |
| Building Relationships | Communication |
| Project Management | Operational Management |
| Finance | Awareness of Self |
| Management of Self | Decision Making |
| Behaviours | |
| Taking Responsibility | Inclusivity |
| Agile | Professionalism |

*Further details of the programmes contents can be found on the factsheet or scheme of work.

MANDATORY ENTRY REQUIREMENTS

- Organisations set their own but the Learner must be able to meet the requirements of the programme through their job.
- Achieve level 2 English and maths or equivalent prior to sitting End Point Assessment.
- Have been a resident in the UK for 3 years or more, or a national of an EU Settlement Scheme.

END POINT ASSESSMENT

Once learning is complete, the Employer, Learner and Intec will agree if the Learner has gained the necessary knowledge, skills and behaviours to be put forward to the Assessment Gateway. This will then trigger the End Point Assessment. The assessment is graded with the Learner achieving a pass, distinction or fail.

50% WEIGHTING PRESENTATION WITH Q&A

A 20 minute presentation, focussing on the knowledge and skills developed on programme, followed by a 30 minute Q&A.

50% WEIGHTING PROFESSIONAL DISCUSSION SUPPORTED BY PORTFOLIO OF EVIDENCE

A 1 hour structured discussion to establish understanding and application of Knowledge, skills and behaviours.



Enabling you to develop, progress and achieve.