

Cogent Skills Training is a national training provider delivering Apprenticeships which focus upon the key roles and qualification requirements of the Science Industries.

## Level 3 Team Leader or Supervisor Apprenticeship Standard

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A Team Leader or 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.

### Typical Job Roles

- Supervisor
- Team Leader
- Project Officer
- Shift Supervisor
- Foreperson
- Shift Manager

### Duration

Minimum 12 months, typically 12-15 months

### Knowledge Qualification

CMI L3 Diploma in Management



## Delivery

- On and off-the-job training
- Teaching, learning and assessment in the workplace
- On-going support and progress monitoring
- Start at any point during the year

## Entry Requirements

- Employed in a suitable job role
- Ideally Level 2 Maths and English on entry or able to achieve prior to taking end-point assessment

## End Point Assessment

End-point assessment will be carried out by an Independent Assessment Organisation.

All candidates must participate in all elements of the end-point assessment and achieve a minimum of 50% for each component:

- Knowledge Test
- Structured competency based interview
- Assessment of portfolio of evidence
- Professional discussion around CPD

## Progression Opportunities

On completion, apprentices may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression

## Want to know more?

### Team Leader Apprenticeship Assessment Plan

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/526962/Team\\_Leader\\_Assessment\\_Plan.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526962/Team_Leader_Assessment_Plan.pdf)

### Team Leader Apprenticeship Standard

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/526930/Team\\_Leader\\_Supervisor.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526930/Team_Leader_Supervisor.pdf)

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## Contact us

Apprenticeships enable you to not only attract new staff, but to develop existing employees to fill skills gaps, with many employers finding that training through Apprenticeships has a positive impact on staff morale, retention and productivity.

For further information on our Apprenticeships please contact us on 01925 515200 or email [info@cogentskills.com](mailto:info@cogentskills.com)

- ✔ Organisational Needs Analysis
- ✔ Apprentice Recruitment
- ✔ Competence Management Solutions
- ✔ Mapping job roles to Apprenticeship Standards
- ✔ Apprenticeship Levy Management
- ✔ Specialist Training