



Team Leader / Supervisor Apprenticeship Standard (ILM Accredited)

 Duration: 12 to 15 months  Location: On-site / Venue of your choice  Levy / co-funded

Course overview

Futureproof Training work in partnership with a select group of highly professional apprenticeship organisations to deliver chartered management programmes, bespoke to your organisational needs and which have the most impact. They are designed to improve and teach new skills, which make people better managers and leaders to improve overall business performance.

For first time managers the NEW Team Leader/Supervisor Apprenticeship Standard is ideal, the course has been specifically designed by employers (not academics) to meet your workforce needs.

The course offers:

- The Apprenticeship Standard – with key strands of Leading & Managing People, Building Relationships, Communication, Organisational Performance, Project Management, Finance, Awareness of Self and Decision Making
- Level 3 Award in Management & Leadership – delivery of this qualification using the Key Modules (listed adjacent) provides the necessary skills to develop the next generation of managers and achieve the Apprenticeship Standard
- English & Maths – those without Level 2 attainment in these areas will be supported to achieve this
- Employees will be tested through an End Point Assessment – a test of knowledge (using scenarios with questions), a competency based interview, portfolio of evidence and a professional discussion relating to CPD activity.

Delivery methodology

Our unique approach to delivery means we use different training methods to meet individual needs. It is expected candidates will be in training 1 day per month, with additional work based projects.

On completion of the programme your employees will receive an overall grade, and can choose to register as Associate Members with the Institute of Leadership & Management.

Key modules:

- Principles of People Management
- Principles of Business
- Principles of Leadership and Management
- Manage Team Performance
- Manage Personal and Professional Development

What makes us different?

Our partnership brings together two organisations that have years of experience and success working with people managers from a broad range of different industry sectors. During delivery, Futureproof will select from their team of highly skilled Training Facilitators to schedule a series of Masterclass Workshops that will provide delegates with the knowledge and skills that are directly mapped to the Apprenticeship Standard that they are completing.

Our Apprenticeship Partners will take the lead on the registration and induction of learners on to the programme and provide one to one coaching support and guidance throughout the whole programme and in preparation for each learner's end point assessment.

Want to tailor this programme and run it in-house, speak to one of our Programme Managers who will be happy to discuss your requirements in more detail. info@futureproof-training.co.uk | 01623 409 824

Delivery Overview for Team Leader/Supervisor Level 3 Apprenticeship (Inclusive of Level 3 Award in Management and Leadership)

This course can be achieved over a 12-15 month period, below is an example programme. All learners have an individual learning plan to meet their exact needs, and employers can choose to change some of the optional units.

Co-funding fee is £225 (includes qualification and end point assessment) or Apprenticeship Levy recovery cost of £4,500

Period	Unit Name	Length	Delivery Model
Mandatory Units delivered through Training Workshops			
Month 1	Induction	½ Day	Work Based Development Coach visit On-line English & Maths assessment Study Skills Webinar
Month 1-3	Principles of People Management	1 Day	Mandatory Offsite Training Workshop Online Test Guest Speaker
	Principles of Business	1 Day	Mandatory Offsite Training Workshop Online Test
Month 3-9	Principles of Leadership and management	2 x 1 Day	Mandatory Offsite Training Workshop Online Test Guest Speakers
Mandatory Units delivered in the Workplace			
Month 3-6	a) Manage Team Performance b) Manage Personal and Professional Development	Covered during monthly work-based development coach visits	Work Based Development Coach monthly visits Portfolio of evidence Work Based Observations & Testimonies Performance Review & Self Reflection Resource & Research Library and e-based Learning Videos on our VLE Mock Tests and Feedback
Optional Units delivered in the workplace and through training workshops			
Month 4-12	a) Manage Individuals Performance b) Manage Individuals Development in the Workplace c) Project Management d) Manage Conflict within a Team e) Develop and Implement an Operational Plan f) Financial Awareness and Managing a Budget	4 x 1 Day workshops. Plus, the units are covered during monthly work-based development coach visits	Work Based Development Coach monthly visits Portfolio of evidence Work Based Observations & Testimonies Performance Review & Self Reflection Resource & Research Library and e-based Learning Videos on our VLE Mock Tests and Feedback

Period	Unit Name	Length	Delivery Model
Mandatory Preparation for End Point Assessment			
Month 12-15	Interview Skills	1 Day	Mandatory Offsite Training Workshop Online Test
	Develop and Deliver a Presentation	1 Day	Mandatory Offsite Training Workshop Online Test Workshop Review and Evaluation of CPD
	Interview Skills (Recap)	2 hours webinar	1 hour Recap on main points Interactive Q&A on End Point Assessment
	Develop and Deliver a Presentation (Recap)	2 hours webinar	1 hour Recap on main points Interactive Q&A on End Point Assessment
End Point Assessment			
Month 15	End Point Assessment	1 Day	Independent End Point Assessment – knowledge, interview & presentation, portfolio with professional discussion

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