

Team Leader Apprenticeship Role

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. 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.

Typical Job Roles

Supervisor
Team Leader
Project Officer
Shift Supervisor
Foreperson
Shift Manager

Career progression

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.

Entry Requirements

This apprenticeship is for new and existing employees in an Administrative role. All apprentices must be in employed. The employer will set the selection criteria for the apprenticeship. JAG Training requires all applicants to sit an initial assessment of Mathematics and English, minimum score to be accepted on the courses is Level 1 due to the level and requirements of the Apprenticeship.

English and Mathematics

If a learner does not hold GCSE English and Mathematics Grade C (or 4, or equivalent) or Level 2 Mathematics and English both or either subject will need to be done as part of the apprenticeship

Delivery Method:

The programme will be offered via blended learning: a mixture of virtual learning classroom sessions, face-to-face teaching, e-learning platforms and block release. The method used will depend on the employer, business needs and that of the learner.

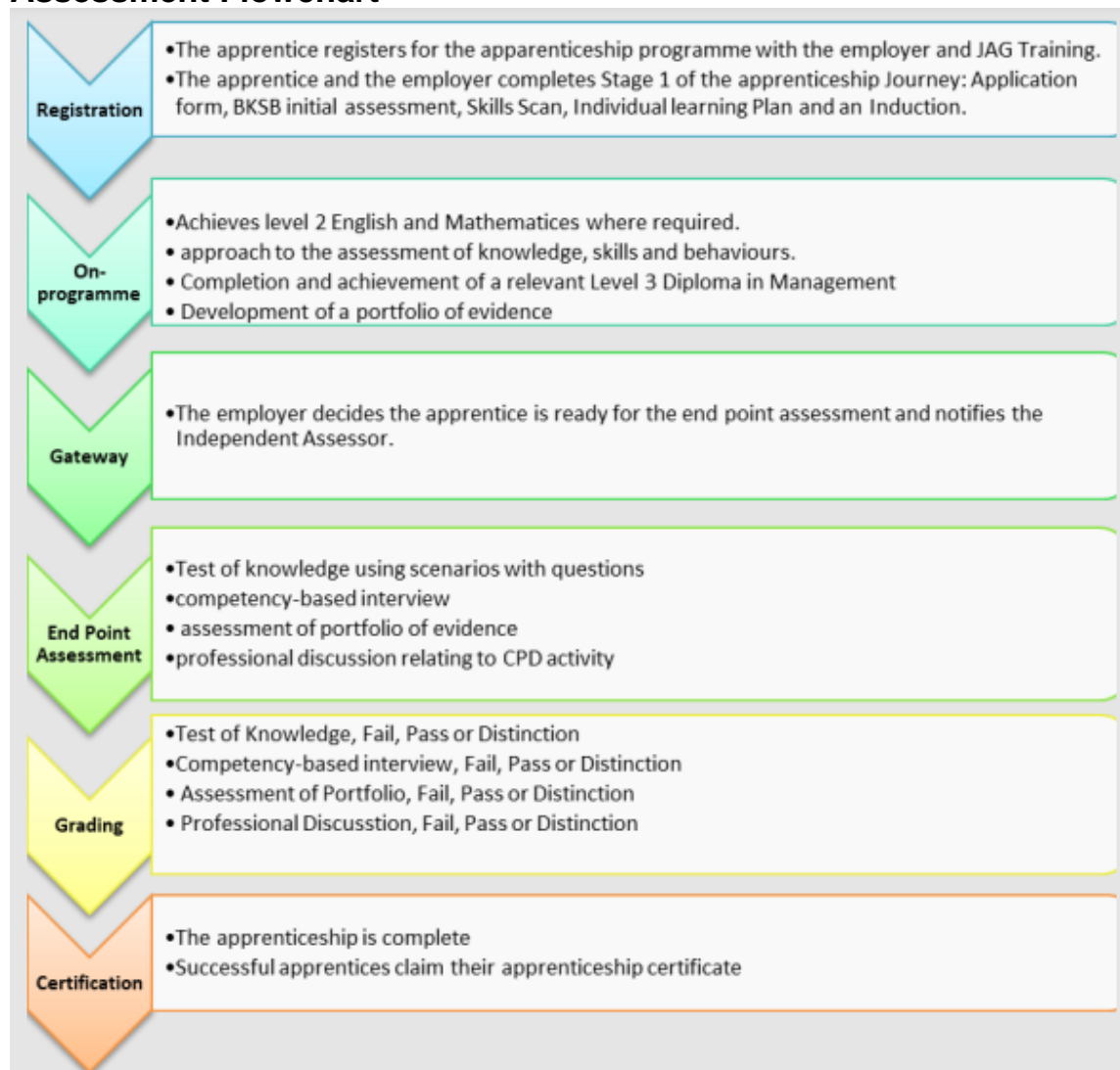
Start Date & Duration:

The apprenticeship can start at any point in the calendar year. It is anticipated that the duration of the apprenticeship will typically take 12 –18 months to complete plus 3 months for End-Point Assessment.

20% Off-The-Job-Hours

Off-the-job training is a statutory requirement for the apprenticeship. It is training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement. Normal working hours means paid hours excluding overtime.

Assessment Flowchart



**96% Achievement Rate
92% Apprentice Satisfaction Rate**

Programme of Learning for Business and Administration Apprenticeship

<p>Month 1:</p> <p>Induction meeting overview of the apprenticeship programme, systems, skills scan & Individual Learning Plan.</p>	<p>Month 2:</p> <p>Workshop 1 – Team Building and Development</p>	<p>Month 3:</p> <p>Workshop 2 – Communication</p>
<p>Month 4:</p> <p>Workshop 3 – Organisational Culture & Strategy</p>	<p>Month 5:</p> <p>Workshop 4 – Problem Solving</p>	<p>Month 6:</p> <p>Workshop 5 – Data Analysis</p>
<p>Month 7:</p> <p>Workshop 6 – Building a high-performance team</p>	<p>Month 8:</p> <p>Workshop 7 – Project Management</p>	<p>Month 9:</p> <p>Workshop 8 – Organisation Governance</p>
<p>Month 10:</p> <p>Workshop 9 – Managing Self</p>	<p>Month 11:</p> <p>Workshop 10 – Leading People</p>	<p>Month 12:</p> <p>Workshop 11 – Operational Management</p>
<p>Month 13:</p> <p>Workshop 12 – Inclusive</p>	<p>Month 14:</p> <p>Workshop 13 - Professionalism</p>	<p>Month 15:</p> <p>Workshop 14 – End Point Assessment Preparation</p>
<p>Month 16:</p> <p>Workshop 15 – End Point Assessment Preparation</p>	<p>Month 17:</p> <p>Workshop 16 – End Point Assessment Preparation</p>	<p>Month 18:</p> <p>Workshop 17 – End Point Assessment Preparation</p>

Month 19:

Gateway –

The employer decides the apprentice is ready for the end point assessment. JAG Training will support with notifying and submitting the required evidence to the End Point Assessment Organisation (EPAO).

Checklist:

1. Summative portfolio - performance reports; reflective accounts by the apprentice; expert witness testimony; customer feedback.
2. Employer reference

Month 20:

End Point Assessment

1. Apprentices and line manager holds planning meeting with the Independent Assessor from the End Point Assessment Organisation. Agrees a plan.
2. Apprentices completes the Synoptic project
3. Apprentices is interviewed by Independent End Point Assessor.

Month 21:

End Point Assessment

Grading and Determination
⇒ Fail, Pass, or Distinction
⇒ Certification