

TEAM LEADER/SUPERVISOR

LEVEL 3

APPRENTICESHIP STANDARD

HOW LONG DOES IT TAKE?

The expected duration of the programme is

14 months

WHO WILL THIS PROGRAMME BENEFIT?

The Team Leader/Supervisor programme is designed to develop people who have direct reports and lead teams – for example first line managers, team leaders, commercial, operational and project managers. They could be based across a variety of disciplines including content, administration, I.T., H.R., editorial, marketing, production, sales/commercial and digital.

WHAT DOES THE CONTENT LOOK LIKE?

Topics covered are mapped to the key knowledge, skills and behaviours set out within the Apprenticeship Standard, and will include:

- ▶ Project management
- ▶ Managing budgets, finance
- ▶ Emotional intelligence in business
- ▶ Coaching – models and formats to get the best out of your team
- ▶ Sourcing and recruiting the right candidates for your team (incorporating recruitment law)
- ▶ Effective personal development for you and your team
- ▶ Performance management (incorporating the basics of employment law)
- ▶ Interpersonal awareness – building and developing positive working relationships

WHAT DOES IT INVOLVE?

The programme will be 'built to fit' each client's needs, and will typically involve:

- ▶ Monthly workshops with our industry-expert Bauer Academy tutors
- ▶ Self-guided learning via our online platform – Apprentix – with extensive learning resources mapped to the programme
- ▶ Regular assignments that focus on developing hands-on skills
- ▶ Monthly and quarterly 1:1 professional coaching visits with an Academy Development Coach

ASSESSMENT AND QUALIFICATIONS ACHIEVED

On successful completion of the programme, delegates will receive the Team Leader/Supervisor Level 3 Apprenticeship Standard certificate.

Delegates build a portfolio of work throughout the programme and the end point assessment comprises of a knowledge test, competency-based interview, assessment of the portfolio/professional development log and a professional discussion.

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.

Delegates will be supported by our expert tutors and coaches every step of the way.

