



LEVEL 3 TEAM LEADER APPRENTICESHIP

About the apprenticeship

The Team Leader apprenticeship is suitable for individuals seeking to enhance their Team Leading knowledge, skills, and professional behaviours. A team leader is found in organisations where there is a need for first-line management and support for teams and senior management. This occupation is found in small, medium, large, and multinational organisations in private, public, and third sectors across all areas of the economy. The competencies are highly transferable and applicable across various industries.

In their daily work, an employee in this occupation interacts with colleagues from various internal departments, including operations, human resources, finance, legal, IT, sales, and marketing. This role also involves interaction with external stakeholders such as customers, clients, and suppliers. It may include off-site and hybrid working.

The apprenticeship provides a strong foundation in supporting, managing, and developing individuals; managing projects; planning and monitoring workloads and resources; delivering operational plans; resolving problems; and building relationships both internally and externally.

The Team Leader Apprenticeship focuses on delivering high-quality team leading skills, underpinned by strong operational skills, both verbal and written. Apprentices will engage and collaborate with internal and external stakeholders, ensuring they add value to the organisation. They will contribute to operational efficiency by managing priorities, applying problem-solving and decision-making skills, demonstrating leadership qualities through mentoring and coaching. This role requires adaptability, responsiveness, integrity, enthusiasm, and a proactive approach to daily tasks.

During this programme, the apprentices will undertake a project to enhance their operational and financial skills. They will also actively participate in coaching a member of staff to support the development of the team. These will be guided by their employer and a designated BHT assessor/trainer.

Duration

With a duration of 18 months (including 3 months End Point Assessment), you will receive online training and support from our assessor.

On starting you will undertake an online skills scan enabling us to understand your learning style and needs and we will tailor your learning experience accordingly. Your assessor will work with you to ensure that you stay on track to complete your programme on time by managing your progress through Bud our learning platform.

Off the Job-Training

20% of your time at work is spent completing off the job training. This can be any time devoted to learning and improving new skills and can include:

Online teaching, practical training, writing assignments.

Entry requirements

Aged 16–18: If apprentices lack GCSEs (or equivalents) in English or Maths (Grade 4/C or above), they must achieve Functional Skills (FS) as part of their apprenticeship programme.

Aged 19+: Since 11 February 2025, FS qualifications in Maths are optional, subject to agreement between the apprentice and employer or if they are not required for the job role they are working in. However, it is worth noting that employers seek job applicants who hold an English and Maths GCSE or equivalent to be considered for the position.

End Point Assessment

The knowledge, skills, and behaviours that you have learned throughout your apprenticeship, and which confirms that you are occupationally competent will be assessed by an independent assessor. This will be through a combination of the following: - Presentation followed by questioning, and a Professional Discussion underpinned by a Portfolio of Evidence.



OUR DELIVERY MODEL

Month 1	Theme 1	Introduction to Team Leading
Month 2	Theme 2	Leading People
Month 3	Theme 3	Managing People
Month 4	Theme 4	Building Relationships and Communication
Month 5	Theme 5	Building Relationships and Communication
Month 6	Theme 6	Operational Management
Month 7	Theme 7	Operational Management
Month 8	Theme 8	Project Management
Month 9	Theme 9	Finance
Month 10	Theme 10	Awareness of Self
Month 11	Theme 11	Management of Self
Month 12	Theme 12	Decision Making
Month 13	Theme 13	EPA Readiness
Month 14	Theme 14	EPA preparation – Presentation with questioning L3 standard – Professional Discussion underpinned by Portfolio L3 standard
Month 15	Theme 15	Tutorial - Gateway meeting and CIAG
Month 15	Gateway Meeting	
Months 16 to 18	Prepare for and undertake your End Point Assessment (EPA)	

What does it cost?

The cost of the programme is £5000 and is funded by the Government. Non levy paying employers are required to make a co-investment payment of 5% (£250) towards this cost when the learner is aged 22 or over on starting the apprenticeship.

How do I start this apprenticeship?

Contact Brighter Horizons for a candidate enquiry form on **01403 786620** or email info@brighterhorizonstraining.co.uk

Once returned you will be invited to register on Bud, undertake the apprenticeship sign-up process and complete a learning activity ready for the start of your course.

