



**GROW  
LEARN  
PROGRESS**



**GLP Training** is dedicated to helping businesses and learners make the most of their apprenticeships. Passionate about what we do and how we do it, our ethos is based around delivering exceptional service to both clients and learners, whilst providing a truly personal, bespoke service, rather than the off-the-shelf products provided by many training providers.

We are a growing, national company and our aim is to become the provider of choice for companies looking for a personal, tailored approach for their apprenticeship programmes.

## TEAM LEADER SUPERVISOR LEVEL 3

### Course overview

This course will give you an awareness of how to support, manage and develop your team members, manage your projects, plan and monitor workloads, manage resources and deliver operational plans to company standards.

### Suitability

This course is suitable if you are now, or are soon to become, a manager or supervisor with direct operational (or project management) responsibilities.

### Duration

This course takes a minimum of 14 months, followed by an end-point assessment, taking place soon afterwards. This will be when you, your trainer & employer all feel you are ready.

### Fees

Fees can only be fully or partially funded by the government or are paid through a company's Apprenticeship Levy with additional incentives available for employees aged 16-8.

### Eligibility

Apprenticeships are available to people of all ages, who are either new to a role or looking to enhance their knowledge and skills within an existing role.

### Career progression

This role may be a gateway to positions, such as management or other senior roles.

### Link to professional registration

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.

# TEAM LEADER SUPERVISOR LEVEL 3

## Learning Outcomes

Upon completion of the qualification, apprentices will be able to showcase the following skills, knowledge and behaviours:

### Skills

- Team building and support
- Effective decision making
- Interpersonal and communication skills
- Good planning and organisation
- Effective negotiation and influencing skills

### Knowledge

- Leading and managing people
- Building relationships
- Communication
- Operational and project management
- Finance
- Awareness of self

### Behaviours

- Open and approachable
- Authentic, creative and innovative
- Flexible and agile
- Positive, enterprising and resilient
- Fair, honest and consistent

### Delivery

The training is a blended learning delivery model, which takes place in the work place during working hours, wherever this may be, according to the apprentices role. This consists of:

- 1 to 1 monthly meetings of approx. two hours with a GLP trainer (face to face or telephone)
- Online learning courses and/or group sessions
- Building an electronic portfolio of work-related evidence
- Maths and English at Level 2 (if not previously achieved)
- 20% of time at work to be spent working towards the apprenticeship
- End Point Assessment (EPA) by an external examiner to complete qualification, consisting of: knowledge test, portfolio-based interview & project presentation

