

Team Leader (15 months)

The Team Leader programme equips individuals with the skills to lead and manage teams, providing first-line support to drive operational and project success. Team Leaders are essential in ensuring organisational functions run smoothly, adhering to procedures and legislation, and achieving set goals..

This role involves managing people and projects, planning resources, resolving issues, and building relationships both internally and externally. Team Leaders work across departments as well as with external stakeholders like clients and suppliers. They also gather and analyse data to improve efficiency, reduce costs, and support decision-making.

Operating within budgets and reporting to senior managers, Team Leaders play a key role in fostering collaboration and ensuring equity, inclusion, and sustainability within their organisation.

Learner Programme (12 months)

Module Number	Module Title	Module Outcome
Module 1	Principles of management and leadership	You will explore foundational theories and practices of management and leadership to effectively guide teams and achieve goals.
Module 2	Managing a team to achieve results	You will learn how to set objectives, monitor performance, and drive your team to deliver outstanding results.
Module 3	Building stakeholder relationships using effective communication	You will develop strong communication strategies to engage stakeholders and build collaborative relationships.
Module 4	Managing own personal and professional development	You will reflect on your skills and create a plan for continuous professional growth and self-improvement.
Module 5	Managing budgets and resources	You will gain practical knowledge of budgeting, resource allocation, and cost management to optimize operational efficiency.
Module 6	Contributing to the delivery of a project	You will learn project management skills to support planning, execution, and successful project delivery.
Module 7	Managing daily activities to achieve results	You will discover techniques for effective task prioritization, time management, and achieving daily operational goals.
Module 8	Managing data and information	You will understand how to analyze, interpret, and utilize data to inform decision-making and improve performance.
Module 9	End Point Assessment Preparation	You will prepare for your final assessment with dedicated guidance, ensuring you're confident in demonstrating the knowledge and skills gained throughout the course.

Our Partners:



How the programme is delivered:



Off the job requirements:

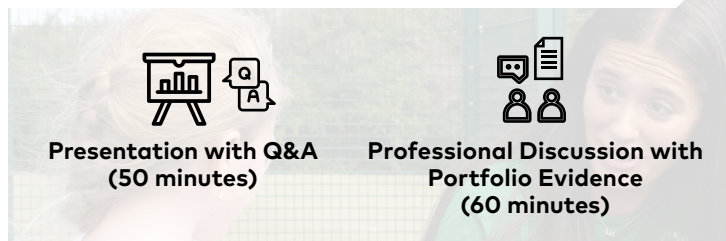
Off-the-job training is a mandatory part of apprenticeships in England, requiring apprentices to dedicate 6 hours per week if working 30 hours or more, or 20% of their working hours if working less than 30 hours. This time is spent learning new skills, knowledge, and behaviours directly relevant to their role and apprenticeship. The aim is to enhance understanding and mastery of their profession.

This training can be delivered in various ways and does not always require leaving the workplace. It can occur at the usual place of work as long as it focuses on learning or improving the skills, knowledge, and behaviours required for the apprenticeship programme.

Examples of Good Practice in Off-the-job Training:



End Point Assessment (3 months):



What qualifications and professional recognition they will receive:

- >Level 3 Team Leader
- >Associate Member of Chartered Management Institute (ACMI)
- >Maths & English Functional Skills (if required)

Costs

The program is fully funded by the employer, so there is no cost to you; you just need to be employed with the company and paid at least the apprenticeship minimum wage when you start.

Eligibility and who is it for?

The Team Leader programme equips individuals with the skills to lead and manage teams, providing first-line support to drive operational and project success. To enrol, you must be in a role that enables you to lead or manage individuals or teams in the workplace. A minimum grade C/4 in Maths and English is required by the end of the programme, with support available to achieve these qualifications at no additional cost.

Contact us:

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