



## Team Leader/Supervisor

### Course Overview

- ◆ This apprenticeship programme includes learning about the primary role of a Team Leader/Supervisor who works in a first line managerial role, with the operational/project responsibilities of managing a team to deliver a clear and defined outcome.
- ◆ The apprentice will provide direction, instruction, and guidance to ensure the achievement of set goals within private, public or not-profit sectors and all sizes of organisations.
- ◆ They will develop their skills by supporting, managing, and prospering team members, in order to manage projects, and plan and monitor workloads or resources.
- ◆ Students will also deliver operational plans, resolve problems either work-related or staff related, and build relationships internally with other colleagues as well as externally with stakeholders.
- ◆ Some of the core competencies the apprentice will learn include: understanding different leadership styles and the benefits of coaching to support people and improve performance, understanding HR systems and legal requirements, understanding performance management techniques including setting goals and objectives, understanding how to conduct appraisals, review performance and absence management, understanding time management techniques and tools, and how to prioritise activities and approaches to planning.

## Who is it aimed at?

It's open to all ages - not just school or college leavers, employed adults are eligible too. The course is for anyone interested in the following job roles:

- ◆ Supervisor
- ◆ Team Leader
- ◆ Project Officer
- ◆ Department Manager

These roles can vary across all employment sectors for small, medium and large businesses.

## Duration

- ◆ This apprenticeship takes approximately 18 months for the apprentice to fully complete.

## How is this apprenticeship delivered?

- ◆ As part of this apprenticeship programme, the apprentice will learn and work on the employer premises, completing tasks for portfolio building and practical role-related projects.

## Entry requirements

- ◆ Employers set their own entry specification but the apprentice will complete Maths and English functional skills if they did not achieve GCSE grade 4 or above.

## Off-the-job funding rule

- ◆ The funding rules state that 20% of the apprentice's time must be spent completing off-the-job training, this may include different activities and is measured over the course of the apprenticeship.
- ◆ Apprentices will be required to undertake the equivalent of a day's training to meet this funding rule. This could be either attending BCoT, shadowing another department/role, online learning, or manufacturer training and will be fully documented in their portfolio.

## Progression opportunities

- ◆ Upon completion of the apprenticeship, with the transferable skills gained, the apprentice can progress further and apply their knowledge within a wide range of roles across many sectors.
- ◆ The apprentice may also progress their training further and work towards other relevant qualifications related to their role in the workplace.

## Did you know?

- ◆ An apprentice can be a new or existing employee.
- ◆ Apprenticeships are open to anyone living in England over the age of 16 and not in full-time education.
- ◆ Apprenticeship programmes can go up to degree level.
- ◆ BCoT is one of the largest providers of apprenticeships in the region. We work with large and small employers across all industry sectors.
- ◆ BCoT is in the top 30% of colleges nationally for timely achievement of apprenticeships for all ages and levels - National Achievement Rate Tables 2017/18.

## Get in touch

01256 306237 | [business@bcot.ac.uk](mailto:business@bcot.ac.uk)  
[www.bcot.ac.uk/apprenticeships](http://www.bcot.ac.uk/apprenticeships)

 @AspiralLearning  
 AspiralLearning

Aspiral Learning  
Basingstoke College of Technology  
Worting Road  
Basingstoke  
Hampshire  
RG21 8TN

