



Team Leader

Course Duration / 12 Months

Level 3 Apprenticeship Standard

Managing individuals, teams, or projects to meet private, public, or voluntary organisational goals.

Course Overview

A team leader is found in organisations where there is a need for first-line management and support for teams and senior management.

The broad purpose of this role is to provide leadership with operational and project responsibilities. Team leaders manage individuals, teams, or elements of a project, offering direction, instructions, and guidance to achieve set goals. They are vital for the smooth functioning of all departments within an organisation and are often responsible for ensuring that functions are correctly administered and maintained in line with legislation and the organisation's procedures.

An employee in this occupation is responsible for 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.

Team leaders may work as part of a network or in various team settings. They operate within agreed budgets and available resources, reporting to mid-level and senior managers. While they may occasionally make decisions, they more often guide or influence the decisions of others, including collecting and interpreting data to identify trends, analysing resources, and finding ways to save money and improve efficiency.

Team leaders understand how their role supports the broader organisational structure. They apply codes of practice, legislation, and regulations relevant to their organisation's areas of operation. This includes not only legal and ethical responsibilities but also equity, inclusion, and the sustainability impacts of the organisation.

Typical job titles include Duty lead; Project lead; Shift supervisor; Supervisor; Team leader



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Team Leader/Supervisor Course Content

Duties:

- Duty 1 Sets, monitors, and manages objectives and performance which link to organisational outcomes.
- Duty 2 Manage resources to deliver tasks within budget and targets.
- Duty 3 Contributes to the training and ongoing development needs of the individual or the team.
- Duty 4 Collates and interprets data and shares outputs with stakeholders to support decision-making.
- Duty 5 Contributes to projects, initiatives, and their implementation to achieve organisational goals.
- Duty 6 Monitors and applies operational policies, relevant legislation, and regulation, and makes recommendations to ensure individual and team compliance.
- Duty 7 Identifies, assesses, and monitors potential risks, and supports the mitigation of risk within the organisation.
- Duty 8 Contributes to change and support others through change.
- Duty 9 Support the development and implementation of sustainable operational plans to achieve organisation goals.
- Duty 10 Lead and manage the team to ensure the application of equity, diversity, and inclusion principles.
- Duty 11 Collaborates and builds relationships with stakeholders to identify and support improvement opportunities.
- Duty 12 Communicates information to drive operational activities and improve organisational performance.
- Duty 13 Manage the team and resources to reduce carbon footprint and reduce business costs.

Professional recognition:

This apprenticeship aligns with The Chartered Management Institute for Associate Membership
Please contact the professional body for more details.

This apprenticeship aligns with Institute of Leadership for Associate Membership
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