

Customised



We'll partner with you to customise this apprenticeship so it is specific to your company and industry.

Practical



Providing your learners with the relevant knowledge, skills and behaviours to make an impact.

Blended



Select how you want your programme to run. Workshops, virtual, coaching, self-study or mix and match.

Team Leader Level

Level 3 Apprenticeship

For Cohorts or Individual Learners

« Ideal for managers who want to support, manage and develop their team members. »



Training provider
MTD Training Ltd
Employer reviews
★★★★ Excellent



Team Leader

Ideal for managers who want to support, manage and develop their team members.



TABLE OF CONTENTS

Apprenticeship Programme Overview	3
How Is The Programme Delivered?	4
What Will Learners Improve?	5
Core Content Outcomes	6
Programme Structure	7
Progress Reviews & End Point Assessment	8
How Much Does This Apprenticeship Cost?	9



Did you know?

We can run this as an in-house training programme for a cohort or we can use our eco-delivery model and run the programme completely through virtual training and virtual coaching enabling us to run the programme for individual learners.

Apprenticeship Programme Overview



Who Is This Programme For?

This **12-month programme** is ideal for Team Leaders and Managers who need to **support, manage, and develop their people**.

It will cover all the **essential knowledge, skills and behaviours** that are required to be a successful modern-day manager and is ideal for those who have had little or no formal management and leadership training in the past.

What Will You Learn?

Being an effective manager is **far more than just managing workloads** and tasks. Instead, it's all about people and delivering results through others.

This programme will provide you with a **toolkit of people management skills** so you can manage their performance more effectively and develop their skills. You'll be able to understand how they tick so you can manage problems more effectively and build productive working relationships with everyone.

You'll develop skills so you can become an **inspirational leader** building a high level of trust and acting as a role model for your team to follow.



At a glance

- ✓ Individual training needs analysis
- ✓ Monthly coaching sessions
- ✓ Role-based tasks and activities
- ✓ Online and blended learning
- ✓ Real-world projects
- ✓ Tangible outputs and impacts
- ✓ End Point Assessment



How Is The Programme Delivered?



We Offer 2 Delivery Routes



Cohort Delivery

In-house, customised delivery for a number of you from the same company. Choose from face to face, virtual and online delivery methods.



Individual Learner

Monthly 2 hour virtual training and coaching sessions for individual learners. Flexible, remote learning that is personalised to your role.

Cohort Delivery Options Can Include



Face to Face Masterclasses



LIVE Virtual Workshops



Digital Learning



Coaching



Assessments



Self-Directed Learning



Action Learning Sets



Peer to Peer Coaching



Work Based Project



Flipped Classroom

What Will Learners Improve?



Here's a high level overview of the knowledge, skills and behaviours taken from directly from the apprenticeship standards that learners can expect to improve on this programme.

Knowledge

- ✔ Leading People
- ✔ Managing People
- ✔ Building Relationships
- ✔ Communication
- ✔ Operational Management



Skills

- ✔ Project Management
- ✔ Finance
- ✔ Awareness Of Self
- ✔ Management Of Self
- ✔ Decision Making



Behaviours

- ✔ Takes Responsibility
- ✔ Inclusive
- ✔ Agile
- ✔ Professionalism



Did You Know...

This programme is aimed at First Line Managers. We also offer a programme which is ideal for Operations and Department Heads who are responsible for leading teams and/or department objectives. That's a Level 5 blended Apprenticeship Programme.

Core Content Outcomes

Here are the overall topics covered across the programme.



Learning Styles

- Formal vs informal learning
- Learning styles and models
- Identifying your learning style



Workplace Communication

- Communication methods and models
- Managing meetings
- Conducting presentations



Project Management Skills

- Project life cycles
- Setting SMART objectives
- Cost benefit analysis



Team Management

- Characteristics of effective teams
- Team roles
- Group development



Leading Effectively

- Leadership vs management
- Leadership and management styles
- Managing generations



Implementing Change

- Change management models
- Reactions and resistance to change
- Planning and communicating change



Performance Management

- The performance management cycle
- KPIs, SMART objectives and goal setting
- Monitoring performance



Coaching & Development

- Coaching vs mentoring
- Key principles of coaching
- Coaching models



Time Management & Organisation

- Prioritising tasks
- The Pareto Principle
- Effective delegation



Developing Self-Awareness

- Emotional intelligence
- Self-reflection skills
- Equality, diversity and inclusion



Project Implementation

- Project planning and initiation
- Managing and monitoring risk
- Project evaluation



Driving Motivation

- Motivation myths and issues
- Motivational theories and models
- Consequences of low motivation



Organisational Culture & Strategy

- Organisational culture
- Vision, mission and goals
- Organisational strategy and values



Problem Solving & Decision Making

- Five steps to solving problems
- Identifying problems and their causes
- Implementing solutions



Improving Performance

- The performance review/appraisal
- Providing constructive feedback
- Dealing with challenges



End Point Assessment Preparation

- Planning and preparation
- Practice and techniques
- One-to-one help and guidance

Programme Structure

Designed in a way that will maximise the performance of each learner



Learning the theory of a topic is great but it's what the learner does to **embed the learning** and actually use it, that matters most. All **learning is reinforced** with ongoing coaching, online resources and off-the-job activity to bring it all to life. Each part of the programme supports the learner to apply their knowledge and skills via **INTENT – IMPLEMENT – IMPACT**.

✔ What did they plan to change? ✔ What did they change and how? ✔ What impact did it make?



Onboarding & Induction

Initial workshop and event about the programme and how to get a high grade.



Skills Individual Learning Plan

Creation of a pre-programme learning and development plan. Includes goal setting and actions.



Practical Learning Events

These can consist of workshops, masterclasses, virtual training, action learning sets, projects or coaching.



Regular Coaching Sessions

One to one development with a designated skills coach. Covers skills and an assessment progress review.



Digital Learning

To take in-between learning events and to help embed the learning. Self-study and in the flow of work resources.



Off-The-Job Training

20% of the learner's total working hours is used for "off-the-job" learning and development activities.



Ongoing Reviews

Held between the learner, employer and skills coach to monitor progress and to make any adjustments.



Support & Help

Our designated skills coaches will always be on hand to help your learners throughout the programme.



End Point Assessment

End of programme assessment. Consists of activities like observations, evidence, tests and discussions.



Apprenticeship

Learners gain a pass, merit or distinction from their end point assessment based on their results.

Progress Reviews & End Point Assessment



Ongoing Reviews

As part of this programme learners will receive regular coaching sessions. This will develop their knowledge, skills and behaviours further and also ensure that they're on track for passing the apprenticeship through tailoring the learning and development to each individual. Evidence of their development will be collated and stored within their e-learning account. This will allow their coach to review the skills and knowledge they have learnt and continually tailor their individual learning plan to their training needs.

Gateway

Before each learner is able to progress to the End Point Assessment (EPA) both you (employer) and their coach will ensure that they have the sufficient levels of knowledge, skills and behaviours required to pass - this is known as Gateway.

Once everyone is in agreement that the learner is ready, they can then progress to the End Point Assessment.

End Point Assessment



All apprenticeships contain a compulsory end of programme assessment, which is called an End Point Assessment (EPA).

Upon successful completion of the Team Leader apprenticeship, learners will achieve a nationally recognised Advanced Apprenticeship and will be eligible to apply as Associate Members of either the Institute of Leadership & Management or the Chartered Management Institute.



Assessment

Assessment methods (or components of) can be:

- ✓ Observations
- ✓ Practical Assessments
- ✓ Tests
- ✓ Discussion
- ✓ Interview
- ✓ Presentation & questioning
- ✓ Project
- ✓ Evidence Portfolio
- ✓ Logbooks

How Much Does This Apprenticeship Cost?

Team Leader Level 3



For Levy Employers

£4,500 per person



For Non-Levy Employers (SMEs)

£225 per person
(you receive 95% funding)

Each learner receives

- ✓ Onboarding & Induction
- ✓ Customised Programme
- ✓ Digital Learning
- ✓ Ongoing Reviews
- ✓ End Point Assessment
- ✓ Skills Individual Learning Plan
- ✓ Regular Coaching Sessions
- ✓ Off-The-Job Training
- ✓ Support & Help
- ✓ Apprenticeship

Duration

Typically, this programme will take 12 months.

Eligibility

Learners without level 2 English and Maths will need to achieve this level prior to taking the end point assessment.



Enquire today



0333 320 2883



enquiries@mtdtraining.com