



**TEAM LEADER OR SUPERVISOR**

**#REACHWITHRHG**

What is a Team Leader or Supervisor Apprenticeship?

As a team leader or supervisor, you are likely to be in a first line management role with responsibility for managing/supervising a team to deliver projects or organisational targets.

During your apprenticeship, which typically lasts 15-18 months, you will develop your knowledge and skills in managing projects and people, understanding how the culture and ethos of your organisation impacts on the delivery of outcomes, building relationships with internal and external stakeholders, and planning and monitoring workloads.

This apprenticeship is a stepping stone into middle and senior management roles and will enable you to become more confident in managing teams and delivering outcomes.

Topics covered:

- Managing self
- Building a high performance team
- Team building and Development
- Project management
- Organisation governance
- Communication
- Organisational culture and strategy
- Problem solving
- Data analysis



What qualifications will you gain?

In addition to the apprenticeship, RHG will provide an ILM Level 3 Award in Leadership and Management as an added value qualification.

Who is it for?

This apprenticeship is suited to individuals who are new to first line management or have been in first line management for a while but have not had formal training. Typically, applicants will have 5 GCSE's or equivalent at grade C or above. If not already achieved, then Level 2 in English and maths will be required prior to end point assessment.

Want to know more?

You can find out more about the programmes we offer on our website, [www.rhgconsult.co.uk](http://www.rhgconsult.co.uk) or contact us directly and we will be happy to answer your questions and give you more detail on the apprenticeship programmes we offer, how to access funding or even how to hire staff.



The apprenticeship standard journey



What do our learners say?

The online resources and scheduled one to ones from RHG flexibly incorporate learning into my everyday role – helping me to build confidence and understanding within my role and the industry that I work within. Prior to this apprenticeship, I had no knowledge in my industry and due to the support from my tutor and the learning strategies employed, I have been able to develop independence and expertise.

The tutors go out of their way to make the course as relatable and personable as possible – creating a friendly and welcoming experience that inspires personal growth and skills that can be applied to everyday life as well as course specific learning.

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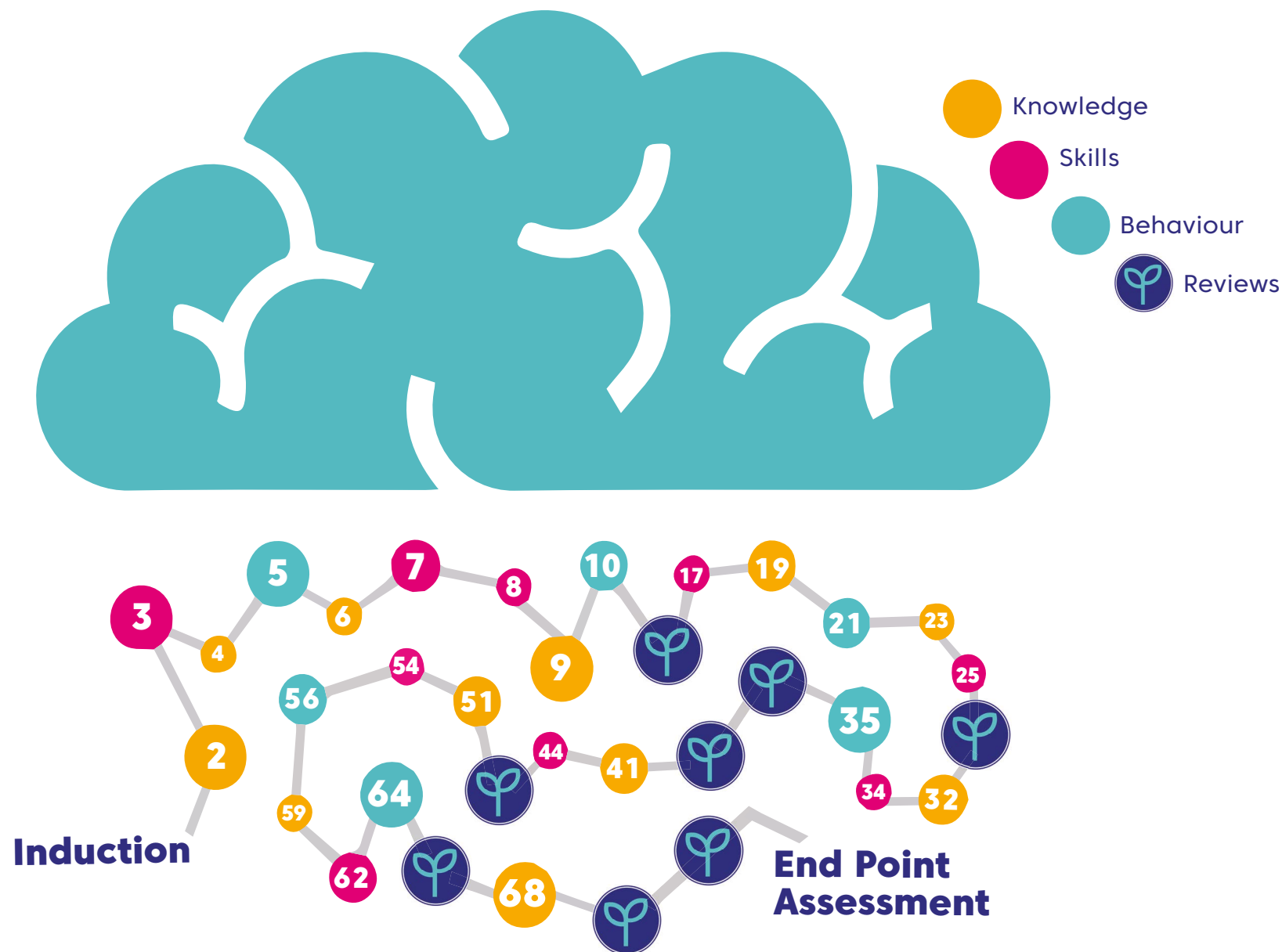
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The sessions are thorough and there are direct communication channels to ensure that learners can achieve, at a manageable pace which is bespoke to individual learning styles.

Saffron Gordon-Leah

# TEAM LEADER OR SUPERVISOR APPRENTICESHIP

## Mindmap of weekly timescales



### Week

#### No.

#### Learning Unit

- 1 INDUCTION
- 2 Know how to be self aware
- 3 Reflect on self & creating a personal development plan
- 4 Time management tools & techniques
- 5 Seeks views from others
- 6 Understand people & team management
- 7 Setting & monitoring personal goals
- 8 Building trust, developing & motivating individuals
- 9 Understand learning styles & using emotional intelligence
- 10 Building trust with others
- 10 PROGRESS REVIEW
- 17 Supporting the development of the team effectively
- 19 Facilitate cross team working & organisational objectives
- 21 Drives to achieve in all aspects of work
- 23 Project life cycle & delivering a project
- 25 Organise, manage resources and risk & monitor delivery plan
- 26 PROGRESS REVIEW
- 32 Understanding HR systems, legal requirements & budget
- 34 Applying organisational governance & compliance
- 35 Operating within organisational values
- 36 PROGRESS REVIEW
- 38 CONSOLIDATION
- 41 Chairing meetings & hold challenging conversations
- 44 Communicating effectively, chair meetings & presenting
- 48 PROGRESS REVIEW
- 51 Understand organisational equality, diversity & inclusion
- 54 Ability to communicate strategy & deliver against plans
- 56 Flexible needs of the organisation
- 59 Understand customer stakeholder management
- 62 Adapting to change, identify challenges & solutions
- 64 Creative, innovative & enterprising solution seeking
- 60 PROGRESS REVIEW
- 68 Data management & its use for decision making
- 70 PORTFOLIO COLLATION
- 72 GATEWAY REVIEW
- 86 EPA





# End point assessment explained



## What to include in your portfolio of evidence?

Your portfolio of evidence will showcase your knowledge, skills and behaviours across the following learning outcomes – managing self, building a high performance team, project management and organisation governance. Typical evidence could be recordings of team meetings, written reports and assignments, project plans, CPD logs and recorded professional discussions with your learning coach.

## Professional discussion

The independent assessor will review your portfolio of evidence for context and ask you 6 competency based questions to confirm your depth of knowledge, skills and behaviours as a Team Leader or Supervisor. The professional discussion will last approximately 1 hour.

## Did you know?

Both components of the final end-point assessment must be passed for the apprentice to be deemed competent. Satisfactorily meeting the criteria is a pass, exceeding them can lead to a distinction.

## Presentation

You will be given the title of your presentation at least 4 weeks prior to end point assessment and it will give you the opportunity to showcase your knowledge skills and behaviours across the following learning outcomes – team building and development, communication, organisational culture and strategy, problem solving and data analysis. Typical presentation topics include:

- Reviewing ways to reduce cost and increase efficiency in a business environment
- Implementing a performance management process within a team or business unit
- Supporting their team through a period of change within their organisation
- Managing a difficult situation within their team

The presentation will last 20 minutes followed by a questions and answer session of 30 minutes.

## Grading

The presentation and professional discussion are weighted evenly and the grades added together to give an overall grade of Fail/Pass/distinction.



FAQs

We have compiled a list of frequently asked questions so whether you're looking to grow your team by hiring new members, or upskill your current workforce, you can gain maximum benefits from apprenticeship schemes.

Background

The Apprenticeship Levy was introduced from 6 April 2017 to inspire employees to expand existing and introduce new apprenticeship schemes.

Here at RHG, we help employers to deliver high-quality, professional apprenticeship programmes to grow existing employees by closing skills gaps and hire new team members.

What is the Apprenticeship Levy?

The Apprenticeship Levy is a compulsory levy on employers that is used to fund the delivery of and increase the quantity and quality of apprenticeships within the UK.

Who has to pay the levy?

From April 2017, UK employers within the private and public sector with a bill of over £3 million pay the Apprenticeship Levy.

Non-levy paying employers will contribute 5% towards the cost of training and assessing apprentices, with the government paying the remaining 95%.

How much do organisations pay?

The levy is set at 0.5% of an organisation's pay bill, however employers receive a £15,000 annual allowance to offset against the levy.

How are levy payments made?

HM Revenue and Customs (HMRC) will collect monthly payments. Businesses are required to calculate and report the levy that they owe each month.

What happens to the levy?

The payments made by levy-paying organisations go into the Digital Apprenticeship Service account where employers can get access to funding as well as find relevant apprenticeships and training providers.



How can funds be accessed?

Levy-paying employers can access their Apprenticeship Levy contributions through their Digital Apprenticeship Service (DAS) account to pay for their apprenticeship training.

For non levy-paying organisations please contact us or visit <https://www.apprenticeships.gov.uk/employer/funding-an-apprenticeship-non-levy#>

How are funds spent?

The funding can be put towards the cost of training and assessments within the apprenticeship and can only be used with an approved training provider who is on the register of apprenticeship training providers.

Are there any funding rules?

Yes, and a key one is that apprentices must be permitted to dedicate at least 6 hours of their working week to off the job training.

Who can become an apprentice? Is there a time limit to spend the levy funds?

The apprenticeship scheme is available for both new and existing employees to enable you to develop existing team members, as long as they meet eligibility criteria. There are no age restrictions on the apprenticeship scheme.

Levy funds will expire 24 months after they enter the account unless they are spent on apprenticeship training.



Did you know?

A 10% top-up is applied by the government to funds added into the account. So for every £1 an employer adds, the organisation has £1.10 to spend on apprenticeships.



### **How do I find out more?**

Contact us today to discuss how you could fill skills gaps within your existing team, hire new team members through the apprenticeship scheme or for more information about the Apprenticeship Levy.

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