

Apprenticeship in Team Leading

This is the nationally recognised learning framework for those working in a supervisory or team leading role.

The programme develops and recognises a range of interpersonal and leadership skills – providing a foundation for personal development and career progression.

Learners complete a ‘framework’ of individual qualifications in order to achieve their Apprenticeship.

- Programme duration: 52 weeks
- Vocational Skills are assessed through observation, written worksheets, workplace evidence and on-screen tests
- Functional Skills are assessed through either paper-based or on-screen tests
- Apprentices are supported with a range of flexible learning resources and workshops

Framework element	Duration
Functional Skills in English, Mathematics and ICT Level 1*	Week 1–18
BTEC Level 2 Diploma in Team Leading	Week 19–52
Personal Learning and Thinking Skills	Week 19–52

**Learners will be exempt from the equivalent Functional Skills qualification if they have achieved:*

GCSE in Maths or English (with enhanced functional content) at grade E or above at any time prior to starting the Apprenticeship

GCSE grade B/C or A-Level or AS-Level grade B/C/D/E in Maths or English before September 2012 and within 5 years of starting the Apprenticeship

GCSE grade A or A or A-Level or AS-Level grade A in Maths or English at any time prior to starting the Apprenticeship.*

Highlights

- Develops essential team leading and leadership skills
- Structured onsite induction session for all learners
- Full support materials provided
- Assessed in the workplace by experienced assessors
- 90–120 minutes per week study & preparation time
- Must have employed status – at least 30 hours per week
- Funding available through the Skills Funding Agency – *subject to individual eligibility*

Progression

Successful learners may progress to an Advanced Apprenticeship on completion of the programme.

BTEC Diploma in Team Leading

The BTEC Level 2 Diploma in Team Leading develops and recognises a broad range of essential skills for team leaders and supervisors.

It is based on recognised occupational standards and is jointly certificated by Best Practice and Pearson – the leading Awarding Organisation for vocational qualifications.

- Course duration: 9 – 12 months
- Assessed through observation, written worksheets, workplace evidence and onscreen tests
- Supported by e.learning and optional in-company workshops

Learners must achieve a total of 40 credits: 22 credits from the mandatory units and at least 18 credits from optional units.

* These units are assessed through onscreen tests. Credit values are shown below in brackets.

Level 2

Mandatory units – Group A
■ Manage personal performance and development (4)
■ Communicate work-related information (4)
■ Lead and manage a team (5)
■ Principles of team leading (5) *
■ Understand business (4) *
Optional units – Group B
■ Develop working relationships with colleagues (3)
■ Contribute to meetings in a business environment (3)
■ Manage team performance (4)
■ Manage individuals' performance (4)
■ Chair and lead meetings (3)
■ Encourage innovation (4)
■ Manage conflict within a team (5)
■ Collaborate with other departments (3)
■ Participate in a project (3)
Optional units – Group C
■ Employee rights and responsibilities (2)

Highlights

- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors

Progression

Learners may progress to a range of Level 3 qualifications including a Level 3 Diploma in Management.