

Apprenticeship in...

Team Leading

The Apprenticeship in Team Leading comprehensively covers the full range of responsibilities of the Team Leader, and can be tailored to fit the specific needs of the employing organisation and the individual.

Apprenticeship in Team Leading Level 2

The Apprenticeship in Team Leading is for you if your work involves the application of knowledge and skills in a significant range of varied work activities. Also if you collaborate with others through membership of a team.

During your training you will have the opportunity to learn, develop and practice the skills required to become an effective Team Leader within your organisation.

A minimum of 17 credits, by taking 1 unit from group B and one unit from group C with a minimum credit value of 2 Credits.

Candidate must complete the following **three** mandatory units

- Manage personal development
- Communicate information and knowledge
- Develop working relationships with colleagues

Candidates take **one** optional unit from each category examples include:

- Plan, allocate and manage work for team members
- Manage conflict in a team
- Lead and manage meetings
- Procure supplies
- Make effective decisions

How will I be assessed?

Your allocated tutor will deliver your training one-to-one in your workplace and will visit you either on a weekly basis to deliver half day sessions or fortnightly for full day sessions. You will build a portfolio of evidence to show your competence against the requirements.

How can I enrol onto an Apprenticeship in Team Leading?

If you are currently employed speak to your supervisor and then contact us on 01773 747377, so that we can arrange an appointment to come out and visit you and your supervisor at work.

However, if you're not currently employed then ring us and ask to speak to us to obtain an application form and to arrange an interview (at a location convenient to you). Once you have discussed your training and career requirements with us, we will put you forward for any interviews, which match your criteria.



Apprenticeship in Team Leading

Candidates must complete all units from Mandatory Unit Group A, with a credit value of 10, then select 1 unit from Optional Unit Group B, with a credit value of 5 and then one unit from Optional Unit Group C with a minimum of 2 credits to gain accreditation meeting the minimum credit requirement of 17.

Mandatory Units	Credits
Manage personal development	4
Develop working relationships with colleagues	3
Communicate information and knowledge	3
Optional Units B	Credits
Set objectives and provide support for team members	5
Plan, allocate and monitor work of a team	5
Optional Units C	Credits
Manage or support equality of opportunity, diversity and inclusion within own area of responsibility	4
Support team members in identifying, developing and implementing new ideas	4
Manage conflict in a team	3
Lead and manage meetings	4
Participate in meetings	2
Make effective decisions	3
Mange knowledge in own area of responsibility	4
Procure supplies	2
Manage customer service in own area of responsibility	4

