

Team Leader or Supervisor Apprenticeship

All you need to know



A team leader/supervisor is a first line management role, with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals.

Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

Access Training will help design a training package covering all the essential skills, behaviours and knowledge needed to excel in this role.

INTRODUCING THE TEAM LEADER OR SUPERVISOR APPRENTICESHIP

Key responsibilities and skills

Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

Apprentices will gain a good understanding of the key responsibilities and skills needed to work successfully in this role including:

- Leading/managing people
- Relationship building
- Communication skills
- Operational management
- Understanding finance and budgeting
- Project management
- Management of self
- Decision making
- English and Maths Functional Skills to level 2 (if not already achieved)



APPRENTICESHIPS IN A NUTSHELL

An Apprenticeship is a real job with an accompanying skills development programme. It is a way for apprentices to earn while they learn, and gain valuable skills and knowledge in a specific job role.

They must spend at least 20% of their time on off-the-job training which will consist of a wide mix of learning in the workplace, workshops, e-learning, mentoring, self-study and the opportunity to practise new skills at work. Apprenticeships typically last between 12 – 24 months, and our roll-on, roll-off model means there is no waiting for course start dates.

The 6-step customer journey



Find out more

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