



TEAM LEADER SUPERVISORS Apprenticeship

All you need to know



Team Leader/Supervisors Apprenticeship

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.

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.

Access Training will work with you to design a training package covering all the essential skills, behaviours and knowledge to provide a quality Team leader/ supervisor.

What's Involved?

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

- Information management
- Document production
- Systems and resources
- Relevant regulations and legislation
- Communication skills
- Team working
- Developing self
- Personal organisation
- Providing meeting support
- Software skills eg Word and Excel
- English Functional Skills to level 2*
- Maths Functional Skills to level 2*

**if not already achieved*

More about Apprenticeships

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

You must spend at least 20% of your 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 15 - 21 months and our roll-on, roll-off model means there is no waiting for course start dates.

THE 6 STEP APPRENTICESHIP JOURNEY



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