

Apprenticeship Level 3

Team Leader or Supervisor



Achievements:

Level 3 Team Leader of Supervisor Apprenticeship certificate from Institute for Apprentices and Technical Education (IfATE)

Level 3 Certificate in Principles of Management and Leadership from Chartered Management Institute (CMI)

CIRO Introduction to Rail online course

CIRO membership upgrade to Associate

Who is it for?

A team leader or supervisor is a first line management role, with operational and 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.

Requirements for study:

- A minimum of 6 hours per week spent in off-the-job training
- An apprentice who does not yet have Maths and English qualifications at GCSE equivalent will undertake additional learning to complete Functional Skills level 2

How does it work?

- The programme is over 16 months, plus 1 month for Gateway and 4 months for End Point Assessment (EPA)
- Attendance at 9 face-to-face teaching days or online sessions for apprenticeship Standard content (approximately every 8 weeks), plus online mid module workshop sessions
- Regular 6-week reviews with CIRO coach and every 12 weeks with line manager to guide development opportunities
- Access to online learning resources
- Access to webinars for further learning and behavioural development
- OneFile portfolio development
- Preparation for EPA. EPA is with an independent assessment where apprentices demonstrate their new knowledge by delivering a presentation and have a professional review of their apprenticeship learning
- Access to CIRO Introduction to Rail online course

Course Contents:

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|--------------------------|--------------------------|--|
| • Operational Management | • Managing People | • Management of Self |
| • Project Management | • Building Relationships | • Decision Making |
| • Finance | • Communication | • Introduction to Rail |
| • Leading People | • Self-Awareness | • Level 3 Certificate in Principles of Management & Leadership |

Main Personal Benefit:

You will have opportunities to stand out at work during the apprenticeship as you showcase your work in a portfolio of real improvement projects and you will have a nationally recognised accreditation.

Main Company Benefits:

We offer a high quality, contextualised learning experience aimed at making your apprentices act as change agents for your business and paying close attention to the reviewing and mentoring elements of the learning journey. We do not charge for the rail specific learning we offer around the apprenticeship which is a considerable and useful element in its own right.