

Apprenticeship Level 3

Team Leader or Supervisor

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

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.

How does it work?

- The programme is over 14 months, plus 1 month for Gateway and 4 months for End Point Assessment (EPA)
- Attendance at 12 face-to-face teaching days or online sessions for apprenticeship Standard content (approximately every 8 weeks)
- 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

Apprenticeship Overview



Apprenticeship
Team Leader or Supervisor
Level 3



Start Date
Multiple start dates per year



Duration
14 months, + 1 month for
Gateway & 4 months for EPA



Delivery
Hybrid



Assessment
On-Programme & EPA



Key:

■ Review ■ Tripartite Review (Including Line Manager)



Blended Learning

CIRO blended learning consists of a combination of online learning, in-person workshops and progress reviews.



Management Training

The programme will provide core knowledge around management and leadership to enable the development of effective management skills and behaviours.



Gateway & EPA

Following the 14 month programme, a further 1 month is taken to complete gateway and 4 months for EPA.

EPA is an independent assessment where apprentices demonstrate new knowledge by delivering a presentation and completing a professional review of their apprenticeship learning.



Maths and English

Maths and English functional skills may be included in your apprenticeship programme depending on the programme requirements and your prior attainment level.

Course Contents

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

Apprenticeship 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)

Introduction to Rail certificate from Chartered Institution of Railway Operators (CIRO)

CIRO membership level upgrade to Associate