

# DiVA

82% of employers surveyed said apprenticeships help employees gain expertise crucial to business growth.



## Team Leader & Supervisor Apprenticeship

### What's it all about?

Supervising, guiding and motivating, an effective Team Leader ensures staff are motivated to perform well and achieve team goals. Closing the skills gap of this vital management tier is the key to building a high-performance organisation and represents an important investment in developing tomorrow's senior leaders. Your apprentice will undergo a 12-18 month apprenticeship training programme at Level 3, during which the focus is on developing three key skills areas: managing people and developing relationships; organisational performance – delivering results; and personal effectiveness – managing self.

### How is training delivered?

The Apprenticeship will be achieved through a blended learning approach, incorporating workplace learning, workshops, and online learning. One to one support, study days, tuition and advice is available from our team of experienced and qualified Tutors, Assessors and Advisors ensuring that the needs of employers and employees are met.

### Who is it for?

A Team Leader/Supervisor Apprenticeship is designed to support those a first line management role with operational/project responsibilities or responsibility for managing a team to deliver clearly defined outcomes. 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.

### How will my apprentice be assessed?

**Portfolio:** the apprentice carries out work defined by their employer, assembling a portfolio of evidence that demonstrates learning and development activities and their application in the workplace. This will include written, audio and video evidence that showcases their on-programme learning and achievements.

**Competency based interview:** the apprentice will answer a series of structured questions designed to test the knowledge and application of learning relating to leading and managing people, building relationships, project management and so forth.

**Multiple choice test:** the apprentice will answer a series of questions relating to different scenarios and situations, to demonstrate their knowledge of leadership and management in relation to specific topics.

**Professional discussion:** this concludes the assessment process. The end point assessor leads a discussion to uncover additional evidence of personal development activities and how this learning was applied to the role and workplace.

DiVA will work with you to identify a suitable End Point Assessment Organisation.

### How much does it cost?

The cost of the programme is £5000. If your organisation is subject to the Apprenticeship Levy you will pay for the training directly through your digital vouchers. The government will fund 90% of the training costs for employers who do not pay the Apprenticeship Levy, as well as provide other financial incentives.



To find out more, please contact DiVA on 0203 189 1784

[www.divaapprenticeships.com](http://www.divaapprenticeships.com)