



Team Leader/Supervisor Level 3 Apprenticeship

92% Overall
Success Rate

7,500 Register with GP Strategies
for an Apprenticeship Programme

96% Employer
Satisfaction Rate

There are a Range of Incentives to Help Recruit and Train Your Staff

- Complementary apprenticeship recruitment service
- £1000 incentive for recruiting a 16-18 year old apprentice
- Full funding available for employers with less than 50 employees who recruit a 16-18 year old apprentice
- Free English, Maths and ICT training
- 90% government contribution for small and medium size employers
- Support for those individuals with additional learning needs

You Receive a Range of Guaranteed and Complementary Services

- ILM accredited qualifications
- ILM membership and access to learning resources
- Designated access to a subject matter expert skills coach
- Access to a large range of online resources
- Free NUS apprenticeship extra card for all apprentices
- Integrated EPA (End Point Assessment)

Why Choose GP Strategies Apprenticeships?

- Best achievement rates of the top 50 largest providers
- Rated Outstanding by Ofsted for Leadership and Management, Quality of Provision and Capacity to improve
- Continually high employer and apprentice satisfaction rates.
- ESFA Approved Training Organisation
- Accredited by Customer Service Excellence

These are just a few reasons how your organisation can benefit from a Team Leader/Supervisor Apprenticeship through GP Strategies.

Role of a Team Leader/Supervisor

A Team Leader’s responsibilities may vary from supporting, managing and developing your team members, to managing projects or planning and monitoring workloads and resources.

Delivering operational plans, resolving problems or building work relationships are also key factors in becoming a successful Team Leader.

A variety of roles can be performed by a Team Leader, from Supervisors and Project Officers to Shift Supervisors, Forepersons or Shift Managers.

Apprentice Journey

1	Induction, Initial Assessment
2	Leading People
3	Managing People
4	Building Relationships and Communication
5	Self-Awareness and the Management of Self
6	Completion of Functional Skills
7	Operational and Project Management
8	Finance
9	Problem-Solving and Decision Making
10	EPA (End Point Assessment) Preparation
11	Revision and GAP Analysis
12	Gateway Meeting, Final Review and EPA





On the Job Training

Whilst apprentices are carrying out their day to day role, they will be observed by a dedicated Skills Coach, who will offer support and guidance to enhance their knowledge.

Operational Management

Able to input into strategic planning and create plans in line with organisational objectives. Support, manage and communicate change by identifying barriers and overcoming them. Demonstrate commercial awareness and able to identify and shape new opportunities. Creation and delivery of operational plans including setting KPIs, monitoring performance against plans. Producing reports, providing management information based on the collation, analysis and interpretation of data.

Leading People

How to effectively lead, support and develop people in the workplace taking into account equality legislation.

Communication

Able to chair meetings, hold difficult conversations, deliver constructive feedback and understand how to raise concerns.

Decision Making

Able to undertake critical analysis and evaluation to support decision making. Use of effective problem solving techniques.

Project Management

Knowledge of the project life cycle and how to successfully deliver a project.

Finance

Able to monitor budgets, provide reports and consider financial implications of decisions and approach accordingly.

Self-Awareness and Management of Self

Understand own impact and emotional intelligence and different learning and behaviour styles.

Managing People

Knowledge of people and team management models including team dynamics and motivation techniques. Understand HR procedures, legal requirements and a range of performance management techniques.

Building Relationships

How to manage customer and stakeholder relationships and facilitate cross team working to deliver organisational objectives.

Off the Job Training

We offer blended solutions to meet your needs, below is an example of how off the job training can be tailored to the learner and the organisation.

Engaging Teams for Improved Results

2 day workshop/workbooks/online learning platform

Be available to team members for guidance and on-going feedback. Provide appropriate motivational feedback on individual performance to recognise success and address any under performance.

Developing Team Leader Skills

2 day workshop/workbooks/online learning platform

Ensuring operational challenges are acknowledged and planned for e.g. lack of resources, lack of time, lack of suitably trained staff to manage change, cultural issues, risk aversion, lack of support etc.

Performance Matters

2 day workshop/workbooks/online learning platform

Review performance indicators and performance standards to ensure team is performing to the appropriate level (as established by managers/organisation).

Personal Impact and Managing Self

2 day workshop/workbooks/online learning platform

Understand the concept of self-awareness and the impact that managers have on others. How to adapt behaviour and understand the importance of emotional intelligence in leadership.

Supplied by our Partner Organisations

e-Portfolio

e-Track is our flexible learner management tool for employers, apprentices and training providers to track progress, share learning resources and review ongoing achievement remotely and in real time.

You will have access to group and individual progress updates and direct support from our Skills Coaches throughout the apprentice journey.



“Our purpose is to enable people and organisations to develop their leadership skills for personal and economic growth.”

Online Accredited and Non Accredited Courses

GP Strategies Apprenticeships provide a fast and flexible online option for apprentices and employers to access training courses that can be studied at a time to suit. Courses typically range from 2-4 hours and include topics such as compliance, Health & Safety and self-development. You choose when, how and where you learn.

Please visit our website for a full course list.

What Happens Next?

1 Initial Meeting

- Initial meeting to establish the organisation’s requirements
- Explore current delivery models and resources
- Establish and agree programmes

2 Set Up

- Service level agreement
- Mobilisation and implementation planning
- Account management

3 Programme Design

- Programme design
- Programme content
- Complementary services
- Agree timetable and locations for enrolment
- Project delivery team

4 Programme Delivery

- Programme launch
- Initial assessment and enrolment
- Dedicated skills coach allocated
- Register for online resources
- Set up e-Portfolio

5 Support & Feedback

- Line manager briefings
- Apprentice progression review
- Management information
- Account management meetings
- Customer service review meetings

6 Review & Evaluation

- Quality assurance
- Programme review and evaluation
- Celebration of success
- Programme review and evaluation





Start learning with GP Strategies Apprenticeships and contact us today
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GP Strategies – committed to equality and valuing diversity

