



# Level 3 Team Leader

This qualification is designed for those keen on developing their leadership skills and advancing their careers. Tailored for aspiring team leaders across various industries, this course provides a comprehensive blend of practical experience and theoretical learning. Participants will delve into key aspects of leadership, including effective communication, team motivation, conflict resolution, and performance management. Through hands-on training, apprentices will gain valuable insights into leading and inspiring teams to achieve goals efficiently. Equipping individuals with the essential tools for successful team leadership, this qualification serves as a solid foundation for those eager to excel in leadership roles and make a positive impact within their organisations

A Team Leader will develop a wide array of capabilities, including:

## Knowledge Development

- Understand different leadership styles and organisational cultures
- Build working relationships and know how to facilitate cross-team working
- Recognise performance management techniques including setting goals and objectives
- Develop time management techniques and learn how to utilise tools to support this
- Know how to deliver a project and understand project lifecycle and roles

## Skills Enrichment

- Use effective problem-solving techniques to make decisions
- Applying organisational governance and compliance to ensure effective budget controls
- Communicate effectively using active listening and constructive feedback
- Able to reflect on own performance, seek feedback, and understand why things happen
- Establish trust with and across the team, using effective negotiation and influencing skills



## Functional Skills

Maths and English qualifications are an integral element of the apprenticeship standards.

These are implemented by Haddon Training's dedicated Functional Skills team and will be delivered either as individual or group sessions, depending on the learner's requirements. If the learner has completed Functional Skills previously or can provide suitable evidence, such as GCSE certificates or similar, they may be exempt from completing this element of the qualification.

Functional Skills	
Learners will need to complete:	
English	Level 2
Maths	Level 2

## Qualification Overview

To achieve the Level 3 Team Leader qualification, learners must complete:

- All mandatory modules.
- All core behaviours.
- The End Point Assessment, in which all components must be passed.

The apprenticeship is awarded through the successful completion of an End Point Assessment (EPA). This consists of:

- A professional discussion in which the learner is questioned on the knowledge learnt throughout the apprenticeship.
- A work-based presentation submitted on the EPA day. The presentation topic is issued towards the end of the apprenticeship, with ten days to complete.

The qualification will take a minimum of 13 months to complete, dependent on a learner's prior knowledge and skills recorded on a skill scan and individual learning plan.

## Mandatory Modules Overview

Knowledge and skills outline
Leading people and managing people, individually and in a team
Completing required documentation for people management such as appraisals
Building relationships – motivating and engaging team members and identifying and maintaining stakeholder relationships
Communication
Operational management
Organisational and financial governance – including analysing financial data and reporting
Awareness and management of self
Decision making
Project management

## Core Behaviours

Personal and employability skills
Takes responsibility
Has an inclusive approach
Is agile to the organisation's needs
Demonstrates professionalism

For an in-depth view of the knowledge, skills, behaviours for the Team Learner apprenticeship, please visit: <https://tinyurl.com/TeamLeaderL3>

\*Please note employers will be assessed before the qualification commences to ensure that they can meet the requirements of any chosen pathway listed above. Please discuss your options further with our team to find out more.

## Progression

Upon completion, learners could progress to the following qualifications if they are in a suitable role:

- Level 4 Learning and Skills Mentor
- Level 5 Operations Leader



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