

# L3

> Apprenticeship



DIGITAL  
Skills Solutions

## TEAM LEADER / SUPERVISOR

*Managing teams and projects to meet a private, public or voluntary organisation's goals.*

> **Duration**

12-18 months

> **Route**

Business and administration

## THE ROLE

A team leader/supervisor is a first-line management role, with operational/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. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills, and behaviours needed will be the same whatever the role.

### FOR MORE INFORMATION, CONTACT US

t. +44 (0) 208 532 3400  
e. [applications@digitalskillsuk.com](mailto:applications@digitalskillsuk.com)  
w. [www.digitalskillsuk.com](http://www.digitalskillsuk.com)

5th floor, Solar House,  
1-9 Romford Rd, London E15 4LJ



# 92%

# of our apprentices gain full-time employment



## Roles/occupations may include:

- > Supervisor
- > Team Leader
- > Project Officer
- > Shift Supervisor
- > Foreperson
- > Shift Manager



## 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.



## Progression

- > On completion, apprentices may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression.



## Entry requirements

- > The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher.
- > Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.



## Application process

To find out more or speak to us about vacancies, please [CONTACT US](#)