

Level 3 Team Leader (CMI) Apprenticeship



Course Overview

Developing a sound basis for team leaders this programme is designed to develop your management skills whatever your industry or organisational type. The programme consists of knowledge elements which are taught online through College and a competency element for which you will be assigned a workplace assessor.

The programme is structured on a modular basis and each module is delivered using a range of techniques including lectures, group work, case studies and technology to build a portfolio of evidence.

What You Will Study

The Team Leader Standard KSB's (Knowledge, Skills & Behaviours) along with the CMI Diploma in Leadership & Management:

- Building a High Performing Team
- Contributing to a Project
- Communication & implementing operational plans
- Managing change & continuous improvement
- Using technology
- People & Relationships
- Problem analysis & conclusions
- Future plans & opportunities
- Data Collection & benchmarking

Attendance Expectations

You will be required to attend online taught sessions of the CMI Level 3 Diploma via MS Teams (approx. two sessions per month).

You will be required to attend monthly sessions with your assessor who will agree scheduled meetings with you that will take place in your workplace or via MS Teams.

If you are undertaking Functional Skills as part of your apprenticeship, you will be required to attend Castleford Campus for a week block of teaching, per Functional Skill subject. This will be discussed at your enrolment and induction.

Throughout your apprenticeship, you will be required to record the number of hours you spend learning and training. This will be equivalent to 20% of your working hours for the whole duration of the apprenticeship.

START DATE

Various dates

LEVEL

Level 3

STUDY MODE

Full-time

DURATION

14 months

AWARDING BODY

Chartered
Management
Institute (CMI)

LOCATION

Workplace Based



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email courseinfo@heartofyorkshire.ac.uk.

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website www.heartofyorkshire.ac.uk.

Quick Links



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This can be achieved through a range of methods, such as work-related training, or self-study within your usual working week.

This will be agreed with your employer at the start of your apprenticeship.

How You Will Be Assessed

Assessment for the knowledge component of the apprenticeship standard is via a written assignment for each of the diploma modules. The skills and behaviours components of the apprenticeship standard are assessed using observations, professional discussions and your portfolio of evidence.

To achieve the competency element of your apprenticeship you will build a portfolio of practical evidence, this includes a range of assessment methods including developing and delivering presentations, completion of observations and professional discussions with your assessor in the workplace. This is in preparation for your End Point Assessment.

Once the qualification and functional skills are complete, you will complete an End Point Assessment. This consists of a presentation with question and answers, and a professional discussion. This will be conducted by an Independent End Point Assessor from CMI.

Entry Requirements

You must be a new or aspiring team leader and have support from your line manager to be given supervisory experience and learning opportunities.

You will also need to have Level 2 English and Maths (and provide certificate evidence of this) or be able to undertake them during the apprenticeship.

Fee Information

Please contact the Apprenticeship Recruitment Team on 01924 789469 or email apprenticeships@heartofyorkshire.ac.uk

