

TEAM LEADING APPRENTICESHIP



WHAT IS TEAM LEADING?

This Apprenticeship is ideal for new team leaders who want to develop as leaders and managers, to show they have the skills to manage resources well, lead a productive and motivated team, and get the results they need.

There are units, which cover managing personal development, developing working relationships with colleagues, and communicating information and knowledge. Plus, options to set objectives and provide support for team members; or plan, allocate and monitor work of a team.

Work based learning will provide hands on experience and help to develop a broad range of skills and knowledge to meet your employer business needs, without the need to attend college

WHAT TRAINING WILL I RECEIVE?

Throughout the programme, you will learn the following:

- Evaluate your own performance in your job
- Identify and address gaps in your skills and knowledge
- Build positive and productive relationships at work
- Communicate clearly and confidently
- ALL DELIVERED IN YOUR WORKPLACE

ADDITIONAL BENEFITS

- Training from fully qualified Didac staff
- Ensure you are working to current legal and good practice requirements

WHAT QUALIFICATIONS WILL I ACHIEVE?

As part of your Apprenticeship, you will achieve a number of recognised qualifications.

- Diploma in Team Leading (demonstrating your practical and knowledge skills)
- Functional Skills (where appropriate)

DURATION

- 1 to 2 years to Intermediate Apprenticeship (Level 2).

PROGRESSION

Progression can include the following:

- Level 3 in Management

COST

- Funding available for learners 16-18, 19+
 - Employer contribution dependent upon age of learner at start and duration of programme
- NOTE - a travel charge maybe applicable with extreme delivery locations



Funded by



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QUALIFICATIONS DETAILS - LEVEL 2 IN TEAM LEADING

Learners must achieve a minimum of 40 credits at level 2 or above.

5 Mandatory units must be achieved from group 1, totalling 22 credits

A minimum of 12 credits must be achieved from group 2.

A maximum of 6 credits from group 3

Some units are barred against each other.

Mandatory units Group 1

| Unit number | Unit name | Credit value |
|-------------|---|--------------|
| 200 | Manage personal performance and development | 4 |
| 201 | Communicate work related information | 4 |
| 202 | Lead and manage a team | 5 |
| 203 | Principles of team leading | 4 |
| 204 | Understand business | 4 |

Group 2

| Unit number | Unit name | Credit value |
|-------------|--|--------------|
| 205 | Develop working relationships with colleagues | 3 |
| 206 | Contribute to meetings in a business environment (Barred with 308) | 3 |
| 207 | Principles of Equality and Diversity in the workplace (Barred with 305) | 2 |
| 305 | Promote Equality, Diversity and Inclusion in the workplace (Barred with 207) | 3 |
| 301 | Manage team performance | 4 |
| 306 | Manage individuals performance | 4 |
| 308 | Chair and lead meeting (Barred with 306) | 3 |
| 309 | Encourage innovation | 4 |
| 310 | Manage conflict within a team | 5 |
| 311 | Procure products and/or services | 5 |
| 314 | Collaborate with other departments | 3 |
| 316 | Participate in a project | 3 |

Group 3

| Unit number | Unit name | Credit value |
|-------------|---|--------------|
| 208 | Health & safety procedures in the workplace | 2 |
| 209 | Store and retrieve information | 4 |
| 210 | Handle mail | 3 |
| 211 | Employee Rights and Responsibilities | 2 |
| 212 | Deliver customer service | 5 |
| 213 | Understand customers | 2 |
| 214 | Resolve customer service problems | 5 |
| 318 | Negotiate in a business environment | 4 |
| 319 | Develop a presentation | 3 |
| 320 | Deliver a presentation | 3 |
| 323 | Resolve customer complaints | 4 |