



Apprenticeship Standard for Team Leader Level 3



Occupational Profile

A team leader is found in organisations where there is a need for first-line management and support for teams and senior management.

The broad purpose of this role is to provide leadership with operational and project responsibilities. Team leaders manage individuals, teams, or elements of a project, offering direction, instructions, and guidance to achieve set goals. They are vital for the smooth functioning of all departments within an organisation and are often responsible for ensuring that functions are correctly administered and maintained in line with legislation and the organisation's procedures.

In their daily work, an employee in this occupation interacts with colleagues from various internal departments, including operations, human resources, finance, legal, IT, sales, and marketing. This role also involves interaction with external stakeholders such as customers, clients, and suppliers. It may include off-site and hybrid working.

An employee in this occupation is responsible for supporting, managing, and developing individuals; managing projects; planning and monitoring workloads and resources; delivering operational plans; resolving problems; and building relationships both internally and externally. Team leaders may work as part of a network or in various team settings.



They operate within agreed budgets and available resources, reporting to mid-level and senior managers. While they may occasionally make decisions, they more often guide or influence the decisions of others, including collecting and interpreting data to identify trends, analysing resources, and finding ways to save money and improve efficiency.

Team leaders understand how their role supports the broader organisational structure. They apply codes of practice, legislation, and regulations relevant to their organisation's areas of operation. This includes not only legal and ethical responsibilities but also equity, inclusion, and the sustainability impacts of the organisation.

Occupation

This occupation is found in small, medium, large, and multinational organisations in private, public, and third sectors across all areas of the economy.

Entry Requirements

The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C/4 or high

Duration

Typically this apprenticeship will take 15 – 21 months

Cost - £5,000

- If you are a Levy payer, this will come out of your Levy account. If you are a non-levy payer, the government via the ESFA will pay 95% of the programme and the remaining 5% will be paid by you within the first 3 months of the programme.
- As of 1st April 2024, if your learner is aged 21 or under and you are a non-levy employer that is classed as a small or medium sized business, the government will pay for the remaining 5% co investment.
- There is no cost to the apprentice.

Qualifications

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

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.



Duties

	What is required
Duty 1	Sets, monitors, and manages objectives and performance which link to organisational outcomes.
Duty 2	Manage resources to deliver tasks within budget and targets.
Duty 3	Contributes to the training and ongoing development needs of the individual or the team
Duty 4	Collates and interprets data and shares outputs with stakeholders to support decision-making.
Duty 5	Contributes to projects, initiatives, and their implementation to achieve organisational goals.
Duty 6	Monitors and applies operational policies, relevant legislation, and regulation, and makes recommendations to ensure individual and team compliance.
Duty 7	Identifies, assesses, and monitors potential risks, and supports the mitigation of risk within the organisation.
Duty 8	Contributes to change and support others through change.
Duty 9	Support the development and implementation of sustainable operational plans to achieve organisation goals
Duty 10	Lead and manage the team to ensure the application of equity, diversity, and inclusion principles.
Duty 11	Collaborates and builds relationships with stakeholders to identify and support improvement opportunities.
Duty 12	Communicates information to drive operational activities and improve organisational performance.
Duty 13	Manage the team and resources to reduce carbon footprint and reduce business costs.