

## WHAT IS AN APPRENTICESHIP?

The Apprenticeship programme provides you with an opportunity to earn while you learn. As an Apprentice you will spend time both in College and in the workplace learning new skills and training alongside experienced staff, which will lead to nationally recognised qualifications. At the end of the Apprenticeship you will have acquired job specific skills and the ability to perform your job competently; you will also achieve qualifications which are recognised by your chosen profession.

## VENUE AND DURATION OF COURSE:

The Apprenticeship programme will take place both at John Ruskin College and at the workplace and will run for approximately 18 – 24 months.

## ENTRY REQUIREMENTS:

GCSE Maths and English 4 (C) grade or equivalent

## WHAT QUALIFICATIONS WILL I GET?

Level 3 Apprenticeship in Team Leading and Supervising

## COURSE DESCRIPTION:

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.

## UNITS/TOPICS COVERED:

Team Management Principles - including team dynamics, motivation and managing resources and workloads

- Leadership Techniques - including coaching, decision making, role modelling and managing change
- Performance Management - including absence management, conducting appraisals, setting goals and objectives
- Relationship Management - including negotiation and networking skills and customer and stakeholder management □ Communications - including active listening, chairing meetings, presentation and digital, verbal and written communication skills
- Human Resources (HR) and Legal Requirements - including equality, diversity and inclusion
- Operational and Project Management - including planning and prioritisation, collecting, analysing and using data and risk management
- Financial Management - including controlling budgets, delivering value for money and governance and compliance.

## TYPE OF ASSESSMENT:

The End-point Assessment will test the entire Standard, and be undertaken as follows:

- Assessment of knowledge through a test using scenarios, questions and responses -30%
- Assessment of competency through competency based interview – 30%

- Assessment of portfolio of evidence -20%
- Continuing Professional Development Log reviewed and professional discussion/question and answer session -20%

**EQUIPMENT NEEDED:**

No specific equipment needed.

**WHERE CAN IT LEAD?**

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.

**COURSE FEE:**

All fees where applicable are paid for by the employers and no fees will be charged to Apprentices. Companies with a payroll of more than £3 million pounds will have a levy account which can be used to pay for apprenticeship training. Where the training costs exceed the amount of levy available the government will contribute 90% of the outstanding amount and the employer will be invoiced the remaining 10%.

*Other companies:*

| Apprentice Age (start of programme) | Less than 50 staff members on PAYE | 50 or more staff on PAYE        |
|-------------------------------------|------------------------------------|---------------------------------|
| 16-18 years                         | Free – No fees due                 | 10% Contribution of overall fee |
| 19+                                 | 10% contribution of overall fee    | 10% Contribution of overall fee |

*Incentive payments:* All companies who recruit an Apprentice aged 16-18 years will be eligible for a grant of £500 once the Apprentice has been in training for 13 weeks and a further £500 at 52 weeks.

**WHAT TO DO NEXT:**

If you have an employer, please call 020 8651 1131 and ask to speak to a member of the Apprenticeship team for further advice and to arrange an interview, or email [JRCApplenticeships@johnruskin.ac.uk](mailto:JRCApplenticeships@johnruskin.ac.uk). Candidates who are unable to secure employment should consider applying for a Full-time programme at the College or may consider a Traineeship programme.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact us on 020 8651 1131.

