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Advanced Apprenticeship

Level 3
Team Leading
and Management

Apprenticeships are increasingly recognised as the gold standard for work-based training. Already, more than 130,000 employers offer Apprenticeships.

Advanced Apprenticeships are the equivalent to 2 A-level passes. Advanced Apprentices work towards work-based learning qualifications such as NVQ Level 3, Key Skills and, in most cases, a relevant knowledge-based certificate such as a BTEC. To start this programme, you should ideally have 5 GCSEs (grade C or above) or have completed an Apprenticeship.



Introduction

The team leading and management programme is designed for those who are responsible for the control of activities and work output of a team. You must be employed as a Team Leader or a higher position in the organisation.

Course Content

The NVQ Level 3 course will take approximately 15 to 18 months to complete. You must complete the 7 units of the NVQ, 4 mandatory and 3 optional. **The four mandatory units are:**

- Manage your own resources and professional development
- Provide leadership in your area of responsibility
- Allocate and monitor the progress and quality of work in your area of responsibility
- Ensure health and safety requirements are met in your area of responsibility

The three optional units will be decided with your assessor, depending on your role and responsibilities. The Team Leading and Management Technical Certificate is designed to test your knowledge of management and will be achieved by completion of a multiple choice online exam. Depending on GCSE results it may be necessary to complete Key Skills in Communication and Numeracy.

Qualification

Upon completion of the programme you will receive an NVQ (OCR certified) and Technical Certificate, along with Key Skills certificates (City & Guilds certified) if required.

Assessment

Continuous assessment during the course through workplace visits, assignments and examinations to achieve set targets. Your portfolio will be checked by an internal verifier and an external verifier.

Entry Requirements

Learners need to be working in a supervisory role, carrying out duties in line with their role profile working for a minimum of 16 hours a week.



**If you would like further information contact:
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