

# Highfield **Level 3** End-Point Assessment for **ST0384 Team Leader/ Supervisor**



Government funding band – **£4,500**



On-programme duration – **minimum of 12 to 18 months**



Gateway requirements – **level 2 English and maths (optional for 19+, please see funding rules)**



End-point assessment method – **knowledge test, structured competency-based interview, portfolio of evidence and professional discussion relating to CPD activity**

## ***Working as a team leader/supervisor***

A team leader/supervisor is a first-line management role with operational/project responsibilities or a 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.

Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems and building relationships internally and externally.



## ***The programme's structure***

Apprentices will be placed in a role over a minimum of 12 to 18 months during which they will be supported while on-programme by their tutor. Their tutor will review the progress of the apprentice against the standard to ensure they are prepared for the end-point assessment.

*Team Leader/Supervisor  
Level 3 Apprenticeship Standard*



## Your apprentice's journey



### Ready for training

- Initial assessment
- English and maths training (optional for 19+, please see funding rules)
- On-programme training to meet the requirements of the standard
- Gateway readiness self-assessment

### Set for assessment

#### End-point assessment methods are:

##### Knowledge test

- Scenario and situation-based questions
- Demonstrating the apprentice's knowledge

##### Structured competency-based interview

- Structured series of questions
- Covering skills within the standard

#### Portfolio of evidence

- Covering the remaining knowledge, skills and behaviours within the standard
- Consists of written statements, project plans, reports, observations, professional discussion, presentations, performance reviews and feedback (including peer feedback)

#### Professional discussion

- Covering CPD and additional learning activities

### Go further

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.



## Available support

#### On-programme support

- Delivery resources
- Qualification mapped to standard
- Tutor support resource
- Innovative and multi-device e-learning courses

#### End-point assessment support

- Gateway and mock assessments
- Bespoke end-point assessment solutions
- Progression tracking system
- Staff training, standardisation and support



## Need to know more: