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

**£** Government funding band – *£4,500*

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

Gateway requirements – *level 2 English and maths, on-programme portfolio of evidence*

End-point assessment method – *presentation and Q&A, Professional discussion underpinned by an on-programme portfolio of evidence*

## Working as a team leader or supervisor

A team leader or supervisor is a first-line management role with operational/project responsibilities or the 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 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.
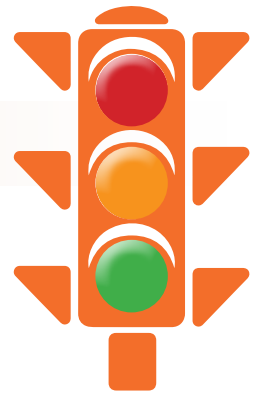
## The programme's structure

Apprentices will be placed in a role for 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.

**Highfield** Assessment®

# Your apprentice's journey

## Ready for training

- Initial assessment
- English and maths training
- On-programme training to meet the requirements of the standard
- Gateway readiness self-assessment

## Set for assessment

**End-point assessment methods are:**

**Presentation and Q&A**
- 20-minute presentation
- 30-minute Q&A
- presentation topic to be assigned after gateway

**Professional discussion**
- 1-hour professional discussion
- underpinned by a portfolio of evidence, which is not assessed

## 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