

# Team Leading & Management

Level 3

**Qualification:** Management

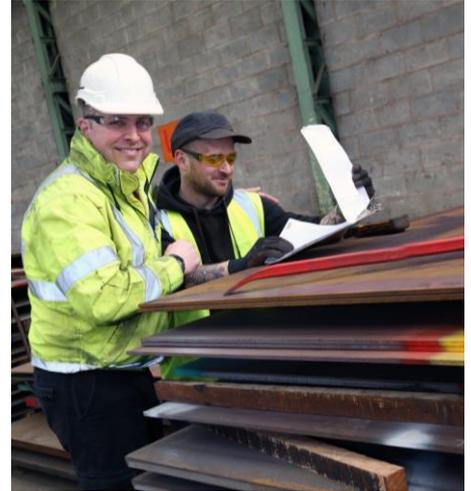
**Level:** 3

## Entry requirements:

- Work Ready
- It is likely that learners at this level will have some prior experience in a supervisory or team leader role, or experience deputising in a managerial role.

**Typical duration:** 18 - 24 months

**Go further:** You could progress onto a further management qualification and move into roles such as Manager, Head of Function, and Area Manager.



## Course overview:

This Apprenticeship is aimed at individuals who would like to develop their career in a Management environment.

The components in this Apprenticeship are:

- **Level 3 Certificate in First Line Management**
- **Level 3 BTEC Diploma in Management**
- **Functional Skills in Maths and English**
- **Employment rights and responsibilities**
- **Personal learning and thinking skills**

You will study a number of mandatory units as well as choosing optional units to match your job role.

## Mandatory units:

- Manage team performance
- Principles of people management
- Principles of business
- Principles of leadership and management
- Manage personal and professional development

## Optional units:

There are a number of units to choose from, here is an example of some of the units you can choose to study:

- Promote equality, diversity and inclusion in the workplace
- Manage conflict within the team
- Develop and implement an operational plan
- Discipline and grievance management
- Encourage innovation
- Recruitment, selection and induction practice

---

## English and Maths:

A good standard of English and maths is essential when working in any environment which is why they are included in all apprenticeships.

We will assess your current level of English and maths to identify any support you may need, and depending on your current qualifications, we will agree on the level of English and maths you will need to complete.

This may include taking English and maths qualifications at Level 1 or Level 2, but if your current qualifications mean you don't need to complete further maths or English, we will still help you to develop these skills during your apprenticeship. If you don't have any current qualifications, don't worry, we will support you to achieve these essential skills.

## Duration:

The programme is delivered during normal working hours, making it a real opportunity to learn while you earn. Timescales for completion depend on the individual, but the qualification takes a minimum of 18 months.

## Assessment:

To achieve a pass for the full qualification, you must achieve all the units in the stated qualification structure. You will do this by producing a portfolio of evidence. You will also take part in Functional Skills Tests for Maths and English.

## About the sector:

Good Managers and Team Leaders are essential to the success of any business. As a Manager or Team Leader you'll be responsible for the delivery of a service, or how other people carry out their work.

You could be working as a Shift Leader, Charge Hand, Section Leader, Team Leader, Supervisor, Floor Manager, Trainee Manager, Deputy Manager or Manager. Depending on the focus of your job, you might learn other skills such as how to allocate and check other people's work, plan and implement change, manage a project or budget, encourage innovation; carry out operational plans, recruit staff, or develop customer service skills.

On the Advanced Apprenticeship in Management, you'll be able to understand the theories of management, and how to source, understand, present and explain work related figures and calculations. This Apprenticeship can be applied across a broad range of sectors and job roles.

## Further information:

For vacancies and to apply for an apprenticeship visit our website – [www.thesourceacademy.co.uk](http://www.thesourceacademy.co.uk)  
or call the Apprenticeship Recruitment team on 0114 236 6651.

If you are an employer and you would like to find out more about apprenticeships, contact our Account Managers on 0114 263 6654 or email [apprenticeships@thesourceacademy.co.uk](mailto:apprenticeships@thesourceacademy.co.uk)

*The Source is an equal opportunities employer and positively encourages applications from all eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.*