

MANAGEMENT APPRENTICESHIP



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.

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.

Intermediate apprentices may work in roles such as a supervisor and team leader. An advanced apprentice may work as a assistant manager and project officer.

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Intermediate

- Level 2 Diploma in Team Leading (QCF) Combined qualification.
- Functional Skills Level 1: English, Mathematics and ICT.
- Employer Rights and Responsibilities
- Personal Learning and Thinking Skills

Advanced

- Level 3 Diploma in Management (QCF) Combined qualification.
- Functional Skills Level 2: English, Mathematics and ICT.
- Employers Rights and Responsibilities
- Personal Learning and Thinking Skills

Entry Requirements:

Intermediate

GCSE grades A-D in English and maths

Advanced

Progression from Level 2 apprenticeship or a formal level 2 qualification with the relevant work experience, plus A-C in English and Maths or capability to achieve Functional Skills Level 2.

Desired skills and attributes

- Strong organisational and planning skills
- Strong leadership skills
- Decision making skills
- Strong problem solving skills
- Finance

Progression

Successful completion of the level 3 could lead you through the Management Career path.

Example job roles

Intermediate

- Supervisor
- Team Leader

Advanced

- Section Manager
- First Line Manager
- Trainee Manager
- Senior Supervisor

Delivery model and duration

- Duration between 12-18 months dependent on level
- Delivery in the workplace
- Additional workshops for English, Maths and ICT if needed

Application Process

Applications for vacancies are completed by getting in touch with us either by phone or email on 0203 793 4750 and info@divadtraining.co.uk, respectively.

All applicants are assessed at interview, reviewing prior qualifications and experience for suitability of the role.