

Level 3 Team Leader or Supervisor Apprenticeship Standard ST0384/AP03

For Learners starting their Apprenticeship from 26th June 2020



A Team Leader or Supervisor is a first line management role, with operational / project 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 (KSBs) required to be successful 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.

Gateway Requirements

The decision to take an apprentice through Gateway is made between the employer, training provider and apprentice, typically after 12 - 18 months on-programme. The apprentice will have completed all on-programme elements before they enter Gateway, including a Portfolio of Evidence and Level 2 in English and Maths.

End-point Assessment (EPA)

EPA consists of two discrete assessment methods. These can be delivered in any order - via remote assessment - and are weighted equally in their contribution to the overall EPA grade.

Assessment Method	Duration	Minimum grade	Maximum grade
Presentation with questions and answers	50 mins (+ 10% discretion)	Pass	Distinction
Professional discussion underpinned by a portfolio of evidence	60 mins (+ 10% discretion)	Pass	Distinction

Presentation with Questions and Answers

The apprentice will prepare and deliver a presentation based on a topic provided by Skillsfirst, along with a summary of the apprentice's role as a team leader and how this is relevant to their organisation. This will cover all of the knowledge, skills and behaviours (KSBs) assigned to this assessment method.

The presentation will be followed by a question-and-answer session with a Skillsfirst Independent End-point Assessor (IEA), during which the topic will be discussed in greater detail. The assessment has four weeks in which to be completed.

On the assessment day, 20 minutes will be assigned to the Presentation and 30 minutes to the Questions and Answers.

Professional Discussion underpinned by a Portfolio of Evidence

The Professional Discussion will be appropriately structured to draw out the best of the apprentice's competence and will cover the KSBs assigned to this assessment method. It is an in-depth, two-way dialogue between the apprentice and the IEA, encouraging the apprentice to explore their own practice and experience.

Both assessments are graded Fail, Pass, Distinction.

Presentation with Q&A	Professional Discussion underpinned by a portfolio of evidence	Overall grading
Fail	Distinction	Fail
Pass	Pass	Pass
Distinction	Pass	Pass
Pass	Distinction	Pass
Distinction	Distinction	Distinction

Feedback

The IEA will not provide the apprentice (or their manager) with a preliminary grade, as it will be subject to Skillsfirst internal quality assurance processes. Skillsfirst will aim to confirm the apprentice's final and overall grade approximately 10 working days after the last assessment.

Certification

Once moderation is complete and the apprentice has successfully completed all EPA methods, Skillsfirst will activate certification through the Apprenticeship assessment service. Certificates will be sent directly to the employer.

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