



Training provided by

**IMPACT  
FUTURES**

# Level 3 Team Leader

 **Home Instead.**  
*To us, it's personal*

Managing teams and projects  
to achieve operational goals



## Team leader apprenticeship standard

The Level 3 Team Leader Apprenticeship is designed for those supervisory or first-line managers. It will introduce learners to key concepts around team-leading that are fundamental to confidently lead a team.

It is suitable for those taking their first step into line management, as well as those who are experienced in managing a team or a project with clearly defined outcomes.

At the end of this training programme, you will be awarded a full and relevant Level 3 qualification once a passing grade has been achieved at the End-Point Assessment.

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### Entry requirements

You must have been a UK, EEA, or EU resident for at least the past three years to undertake this training programme.

In addition, you must be able to commit to the full length of the programme, and be able to meet the programme modules through your job role.

If you do not have a level 2 or equivalent in Maths and English, you will be required to work towards achieving these qualifications as part of your apprenticeship.

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### What is the duration and how will you learn?

Over the duration of 18 months, you will receive a combination of face-to-face and online training and support.

You will undertake an online assessment that will help us to understand your learning style and needs, then we will tailor your learning experience accordingly.

We ensure that you stay on track to complete your programme on time by managing your progress through our state-of-the-art e-portfolio system, Aptem.

### Off the job training

As part of the apprenticeship, alongside your job role, a minimum of **6 hours per week** of your time in work must be dedicated to improving new skills, knowledge and behaviours.

This can be any time devoted to learning and improving new skills, knowledge and behaviours without interruption. This includes the following learning methods:



Online teaching



Digital learning resources



One to one tuition



Workplace assessment



*“One person caring about another represents life’s greatest value.”*

### End-point assessment (EPA)

Learnt knowledge, skills and behaviours will be assessed by an independent assessor in your end-point assessment (EPA). This typically involves elements such as:



Professional discussion underpinned by a portfolio of evidence



Presentation and Questioning

# Your apprenticeship journey



**Achievement**



## You will learn how to:



### Support individual and team development

- ✓ You will develop skills to enable you to contribute to the training and ongoing development needs of individuals and the team
- ✓ Understand how members of the team affect team dynamics
- ✓ How to identify and support the development of the team through informal coaching
- ✓ How to manage your individual or team performance by setting objectives, monitoring progress, and providing clear guidance and feedback



### Develop yourself

- ✓ Investigate theories around the cycle of professional and personal development to comprehend the cycle of development planning for yourself and the members of your team
- ✓ Create a development plan for your own personal and professional growth
- ✓ Understand time management techniques and tools to manage workload and pressure
- ✓ Seek out learning opportunities and continuous professional development that benefit your leadership development



### Link theory with practice

- ✓ You will be able to apply the principles of equity, diversity and inclusion in the workplace and their impact on the organisation and the team
- ✓ Gain insight into recognised models and theories related to strategies for motivation to help you inspire your team
- ✓ Examine the most well-known models, techniques, and theories for mapping stakeholders, so that you can better service key organisational stakeholders

# Making an impact, now and in the future

Your career is a path, not a programme. We want to understand your career goals for the future now, so that we're best placed to assist, guide and inform you on your options.

Where do I see myself in my career in 12 months?

What support do I need to get there?

What targets and milestones can I set now to aid me in achieving this?



## The next level

If you want to up-skill further upon completing this programme, consider our level 5 Operations Manager apprenticeship.

# Make an impact

Impact Futures are Home Instead's preferred apprenticeship provider.

We're all about making an impact, be that individuals making an impact through their day-to-day work, or by organisations making their impact on our economy.

For more information about this apprenticeship, or any other available programmes, contact Home Instead's dedicated Client Relationship Manager, Charlotte Keyworth:

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