



LEVEL 3



ONSIDE GROUP Ltd

**Team Leader /
Supervisor**



MERCIA PARTNERSHIP

Overview

Our Level 3 Team Leader/Supervisor programme is designed to equip your employees with the communication and motivational skills needed to improve operational efficiency. Throughout your employee's programme, they will be supported by experienced management experts, who will give them the knowledge and skills that they can apply in the business environment.

Our 15 month programme, your Team Leader/Supervisor will cover a variety of topics allowing them to support, manage and develop team members. They will also learn to manage projects, plan and monitor workloads and resources, deliver business plans, resolve problems and make decisions. We have worked with many employers to develop an innovative and exciting programme which will benefit both your Team Leader/ Supervisor and your business.

Industry Recognised Qualification

On completion of the programme, your employees will be awarded the following:

ILM (Institute of Leadership and Management) Level 3 in Team Leading.



Learning and Assessment

This programme will last for 15 months, with your employees attending sessions arranged with their learning coach and the business. The frequency of these sessions will depend on which modules are agreed to be undertaken and we will work with you to establish the timetable for your employees sessions.

Your employees must submit a portfolio of evidence comprising of workplace tasks, which will relate to evidence gathered throughout the programme.

Entry Requirements

- Must hold 5 GCSEs (graded A* to C or 9 to 4) or equivalent.
- Have Level 2 English and Maths or equivalent.
- Have been a resident in the UK/EEA/EU for the last 3 years.
- Be able to meet the programme modules through their job role.

Job Roles

Supervisor

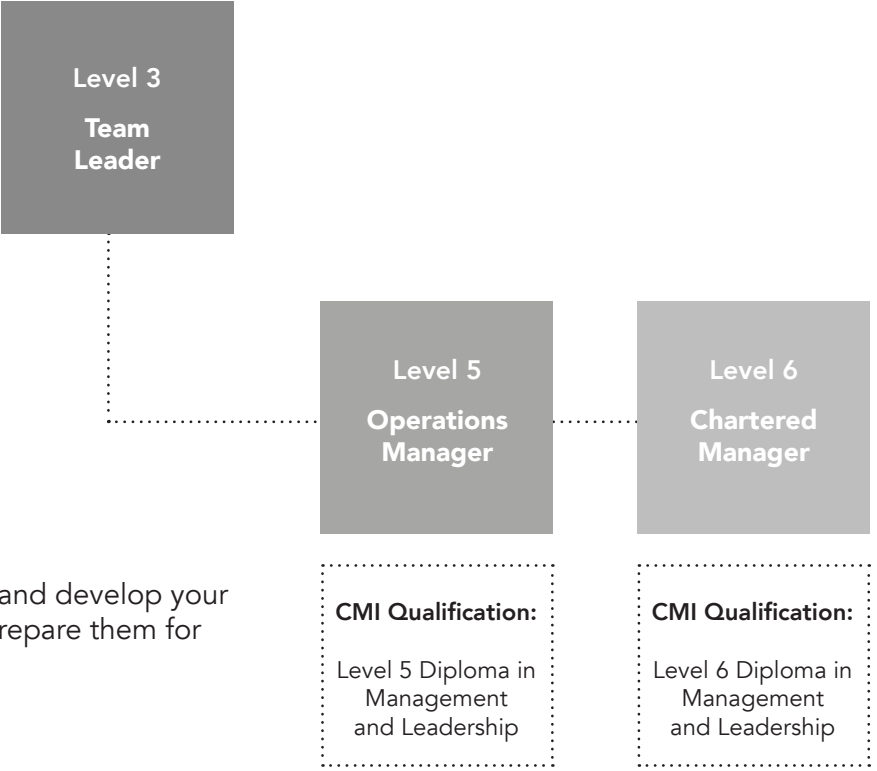
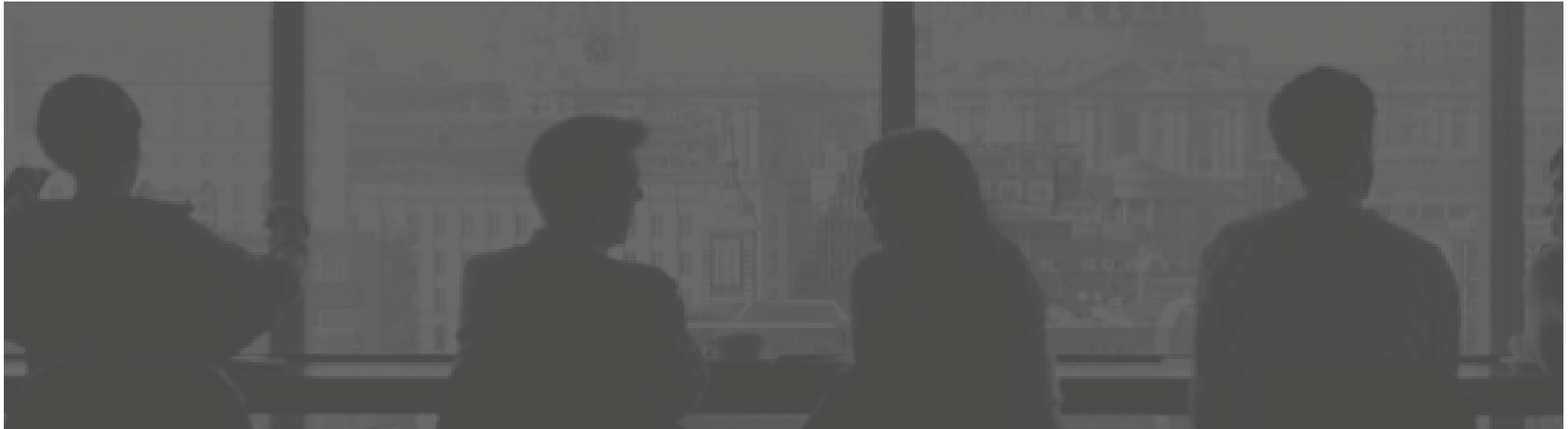
Team Leader

Project Officer

Shift Supervisor

Foreperson

Shift Manager



Team Leader Pathway

Our Pathway to progression means we have designed our programmes to equip and develop your staff with the skills your business needs them to have. This programme will also prepare them for the next step in their career.

Module Overview

The modules covered as part of this programme are:

You The Manager

In this module, your employees will use a variety of sources to identify development needs and will begin to understand how their behaviour impacts on their team.

Leadership Styles

For this, your employees will be able to utilise different leadership skills and behaviours to maximise team performance.

Communication & Interpersonal Skills

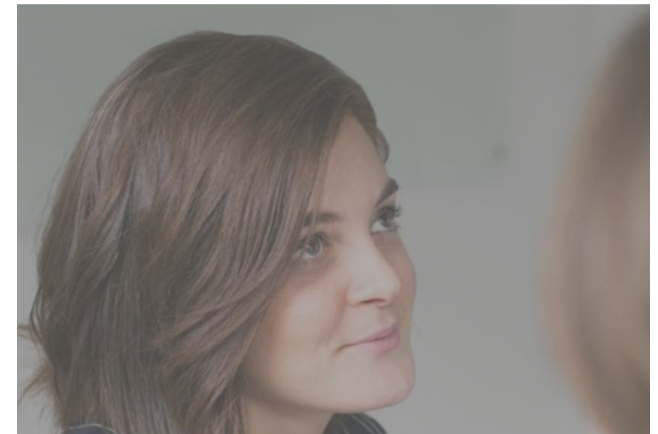
By taking part in this module, your employees will effectively use active listening skills, respond successfully to feedback and create a positive culture for the team.

Business Culture

Your employees will apply missions, visions, values and structures within your organisation and identify organisational enablers and inhibitors.

Business Improvement

This module will enable your employees to identify and justify a business improvement project and then undertake it.



Module Overview

Critical Thinking & Decision Making

Here, your employees will apply strategic thinking, identify external and internal drivers and make sound business decisions.

Coaching & Mentoring

In this module, your employees will understand the benefits of workplace coaching as a leadership tool and will then apply these skills when managing their team.

Performance Management

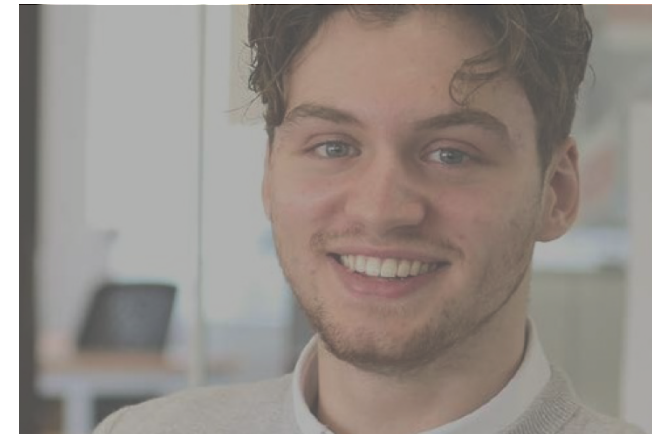
Employees of your business will learn to drive excellent performance, carry out effective appraisals and reviews.

Finance

This finance module will enable your employees to apply effective budget controls, recognise and manage value for money and operate within organisational governance.

Project Management

In this module, your employees will work within a project life cycle, understand organisational governance and effectively use project management tools.





20% off-the-job Training

Our programme design facilitates off-the-job learning so we can support you to evidence the 20% off-the-job training requirements stated in the apprenticeship funding rules.

*Please note - These are just some of the examples of 20% off-the-job training, to discuss further please contact us on:

01257 278 131

Activity	Examples of valid off-the-job training
Classroom sessions / Lectures	Block or day release
Workshops and masterclasses	Interactive workshops involving employers
Simulation exercises	Business models
Online learning	On-line training modules and support materials
Shadowing	In work or new departments / locations
Coaching	Support from Line Managers / colleagues
Industry visits	Within sector or outside of the work roles
Writing assessments / assignments workbooks	Short exercises or long project reports
Numeracy and literacy training required to perform the job	English and Maths related to the job role
Preparing for professional discussion	In support of portfolio work or job-related
Gathering evidence for portfolio of evidence	Recording learning and training

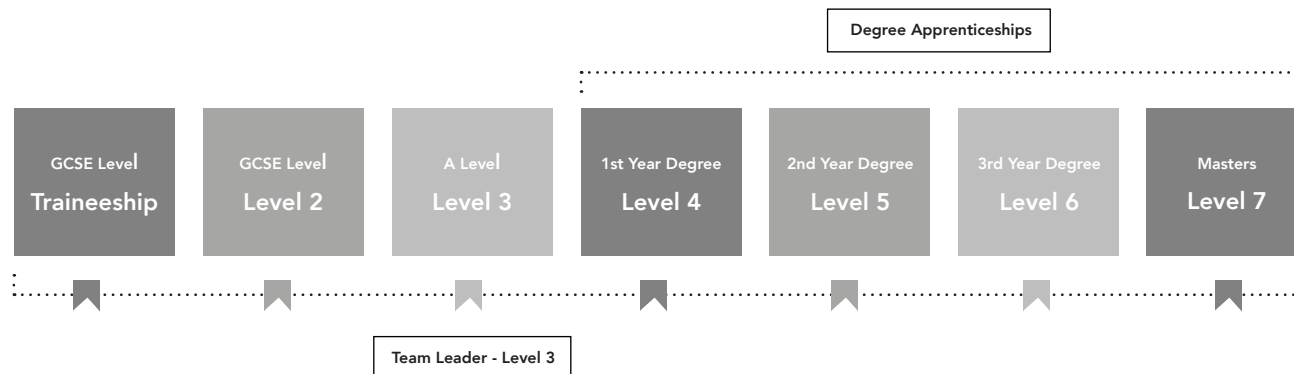


A Career path from Mercia Partnership

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Mercia Partnership Apprenticeship programmes are designed with career pathways, from GCSE level right up to attaining a degree.

We aim to give employees fundamental skills that allow high performers to progress in multiple directions – depending on their career aspirations and development opportunities in your business.





MERCIA PARTNERSHIP



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