

Qualification Specification

A2A Training: Team Leader Level 3 (V1.4)

Qualification Title	A2A Training: End Point Assessment Team Leader Level 3
Ofqual Qualification Number:	610/4955/4
Guided Learning Hour - GLH	182
Total Qualification Time - TQT	364
Minimum Age	18
Qualification Purpose Summary	This qualification is designed for learners who work in a team leader position.
Grading	Pass, Distinction or Fail See grading details on the Assessment Plan Team leader / Institute for Apprenticeships and Technical Education
Assessment Methods	Professional Discussion underpinned by a portfolio of evidence. Presentation with questions.
Apprenticeship Standard Links	This qualification once achieved shows the learner has met the requirements of the assessment plan for the standard: ST0384 Team Leader Apprenticeship.

Please ensure that you use the most up to date version of this document by downloading from the website. In the event of a conflict between this document

and the assessment plan published by the Institute for Apprenticeships and Technical Education then the latter takes precedence.

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Content Creator Level 3

Aims and Objectives

Occupation summary

This occupation is found in small, medium, large, and multinational organisations in private, public, and third sectors across all areas of the economy.

A team leader is found in organisations where there is a need for first-line management and support for teams and senior management.

The broad purpose of this role is to provide leadership with operational and project responsibilities. Team leaders manage individuals, teams, or elements of a project, offering direction, instructions, and guidance to achieve set goals. They are vital for the smooth functioning of all departments within an organisation and are often responsible for ensuring that functions are correctly administered and maintained in line with legislation and the organisation's procedures.

In their daily work, an employee in this occupation interacts with colleagues from various internal departments, including operations, human resources, finance, legal, IT, sales, and marketing. This role also involves interaction with external stakeholders such as customers, clients, and suppliers. It may include off-site and hybrid working.

An employee in this occupation is responsible for supporting, managing, and developing individuals; managing projects; planning and monitoring workloads and resources; delivering operational plans; resolving problems; and building relationships both internally and externally.

Team leaders may work as part of a network or in various team settings. They operate within agreed budgets and available resources, reporting to mid-level and senior managers. While they may occasionally make decisions, they more often guide or influence the decisions of others, including collecting and interpreting data to identify trends, analysing resources, and finding ways to save money and improve efficiency.

Team leaders understand how their role supports the broader organisational structure. They apply codes of practice, legislation, and regulations relevant to their organisation's areas of operation. This includes not only legal and ethical responsibilities but also equity, inclusion, and the sustainability impacts of the organisation.

As part of the EPA, learners will be tested on the Key Skills and Behaviours in conjunction with the criteria in the Assessment Plan for the standard.

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Link to professional registration: Professional recognition

This apprenticeship aligns with:

- **The Chartered Management Institute for Associate Membership**

This apprenticeship aligns with:

- **Institute of Leadership for Associate Membership**

Support Materials and Link to the Assessment Plan for the Apprenticeship.

Our support materials are available on our systems called ACE360 to centres who have learners registered with us.

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Links to our Website

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Testimonials	<u>Testimonials and Reviews A2A Training and EPA</u>
Policies	<u>Policies A2A Training and EPA</u>
Contact	<u>Contact us for IQA, EPA, CAVA Courses, EPAO for apprenticeships A2A Training</u>
End Point Assessment	<u>EPA - End Point Assessment A2A Training and EPA</u>

Apprentices must demonstrate evidence they meet all the KSBs in the assessment plan.

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