

## LEVEL 3

# TEAM LEADER

### WHAT DOES A TEAM LEADER DO?

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



#### DURATION

**15 months**



#### SKILLS ENGLAND STANDARD & ASSESSMENT PLAN

L2 TL Standard



#### FUNDING

**£5,000**

### WHAT NEEDS TO BE COMPLETED PRIOR TO END-POINT ASSESSMENT?

Before entering Gateway, the apprentice must complete the following on-programme assessment requirements:

- Level 2 English and maths (if applicable)
- A Portfolio of Evidence

### WHAT ARE THE GATEWAY REQUIREMENTS?

The employer, training provider and apprentice make the decision to take the apprentice through Gateway. The apprentice must achieve all the required on-programme elements before they enter Gateway and are ready for End-Point Assessment.

# END-POINT ASSESSMENT

There are two parts to this End-Point Assessment, which can be completed in any order.

## 1 PRESENTATION WITH QUESTIONS

In the Presentation with Questions, the apprentice delivers a presentation to an Independent End-Point Assessor (IEPA) on a set subject. The independent assessor must ask questions after the presentation. It gives the apprentice the opportunity to demonstrate the knowledge, skills and behaviours mapped to this assessment method. It will be based on one of the following topics:

- Reviewing ways to reduce cost and increase efficiency in a business environment
- Using data and technology to support organisational goals
- Improving team performance to support organisational goals
- Leading and supporting a team through a period of change within the organisation.

The duration is 50 minutes (20 minutes for the presentation and 30 minutes of questioning). The Project Presentation is graded as Fail, Pass or Distinction.

## 2 PROFESSIONAL DISCUSSION UNDERPINNED BY A PORTFOLIO OF EVIDENCE

The Portfolio of Evidence, which is not directly assessed, provides a structure for the professional discussion. The apprentice must submit their Portfolio of Evidence to EFI Awards at Gateway. They should provide at least one piece of evidence for each of the minimum knowledge, skills and behaviours in the Assessment Plan. The professional discussion is a formal two-way conversation between the apprentice and the IEPA. It gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method. The apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence. The duration is 60 minutes. This assessment is graded as Fail, Pass or Distinction.

### GRADING



#### DISTINCTION

Distinction in all assessment methods



#### PASS

Pass in all assessment methods



#### FAIL

Fail within any of the assessment methods

### COMPLETION AND CERTIFICATION

We'll activate certification once the apprentice has successfully completed all EPAs, and the IEPA/IQA has verified this. Working with the apprenticeship certificate issuing authority, we'll ensure the apprentice receives their certificate.

### NEXT STEPS

Apprenticeships are funded up to and including Level 6, and there are plenty to choose from. For a Level 3 Team Leader, a Level 4 Retail Manager or Level 5 Operations Manager might be a natural progression. For more information, get in touch with the EFI Awards team to discuss your options: [info@efiawards.co.uk](mailto:info@efiawards.co.uk)