



# Team Leading & Management

## Qualification Overview:

The Team Leading and Management Apprenticeships offer people aged 16 and above in employment, the chance to gain nationally recognised qualifications, improve knowledge and skills in their vocation and enhance their career prospects.



## Benefits:

Apprenticeships seek to develop the knowledge and skills of the employee to the benefit of both the individual and the organisation. By improving the skills of the workforce, employers can expect to see improved service delivery/productivity, increased motivation and a workforce that has a better understanding of the needs of the organisation. As well as imparting underpinning knowledge, these programmes provide an independent mechanism for assessing the skills of the employee against national standards.

They also take account of any in-house training learners may already have completed, therefore working to complement existing training and development initiatives. By choosing relevant optional units, the learner and/or employer is able to tailor the programme to meet not only the needs of the learner but also the needs of the organisation.

## Assessment Method:

Tutors are responsible for delivering knowledge and understanding and undertaking the work based assessments required to facilitate successful delivery of the learning programme. Visits take place in the workplace on a regular basis (eg. monthly) utilising an e-portfolio system and e-Learning resources which are accessible on demand 24/7.



## Qualification Structure and Progression Routes:

### Level 2 Intermediate Apprenticeship in Team Leading

- Pearson BTEC Level 2 Diploma in Team Leading
- Functional Skills (English, Maths and ICT)
- Employee Rights and Responsibilities (ERR)
- Personal Learning and Thinking Skills (PLTS)

**Duration:**  
12 Months



### Applicable Job Roles

Supervisors  
Team Leaders  
Warehouse Controllers

### Level 3 Advanced Apprenticeship in Management

- Pearson BTEC Level 3 Diploma in Management
- Functional Skills (English, Maths and ICT)
- Employee Rights and Responsibilities (ERR)
- Personal Learning and Thinking Skills (PLTS)

**Duration:**  
18 Months



### Applicable Job Roles

First Line Managers  
Office Managers  
Senior Supervisors  
Area Managers  
Store Managers

### Level 4 Higher Apprenticeship in Management

- Level 4 Diploma in Management and Leadership
- Level 4 NVQ Diploma in Management and Leadership
- Employee Rights and Responsibilities (ERR)

**Duration:**  
18-24 Months



### Applicable Job Roles

Middle Managers  
Heads of Function  
Area Managers

### Level 5 Higher Apprenticeship in Management

- Level 5 Diploma in Management and Leadership
- Level 5 NVQ Diploma in Management and Leadership
- Employee Rights and Responsibilities (ERR)

**Duration:**  
18-24 Months



### Applicable Job Roles

Senior Managers  
Heads of Department  
Directors

### Level 7 Diploma in Management and Leadership (not eligible for government funding)

- Level 7 Diploma in Management and Leadership

**Duration:**  
18-24 Months



### Applicable Job Roles

Directors  
Senior Managers



To find out more, please contact Hawk Training  
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