



North Tyneside Council

Intermediate Apprenticeship in Team Leading

Enrolment Requirements

For more information or to apply ring (0191) 643 2288
or
to apply online go to www.northtyneside.gov.uk/ala

In order to enrol on this course you **must** be in paid employment in one of the following roles team leader; section leader; floor manager; helpdesk manager; trainee supervisor; team co-ordinator which will ensure it fits the requirements of the apprenticeship. You will attend a monthly hub session to support the completion of your qualification. You will be required to achieve a Level 1 standard in English, maths and ICT by attending weekly classes at one of our centres until completed. If you have existing English, maths or ICT qualifications that may exempt you from functional skills original certificates must be seen before your apprenticeship begins to identify whether they adequately qualify the apprenticeship requirements. You will be assessed before starting the programme to ensure the above qualifications will be achieved within the time frame of your programme.

What will I learn on this course?

This programme aims to provide learners with the skills and knowledge required to successfully lead a team, develop learners' skills in communication, leadership and personal performance management and build learners' knowledge of the principles of team leading, as well as their understanding of business.

The qualification covers the skills and knowledge needed to be a successful team leader, covering competencies applicable to a wide range of contexts.

- Manage personal performance and development
- Communicate work-related information
- Lead and manage a team
- Principles of team leading
- Understand business
- Equality and diversity
- Managing conflict within a team
- Collaboration with other departments
- Participate in a project

Assessment	Awarding body: NCFE
<p>You will attend training at monthly sessions, where you will learn the underpinning knowledge and you will access One File e portfolio during your off the job time in the work place to complete assignment work.</p> <p>You will be assessed by assignments, online exams and practical observations carried out by your assessor.</p>	

Course Length
You will be able to complete the apprenticeship within 18 Months

Attendance
You will be working in a team leading environment, receiving training in the workplace and attend the training centre for monthly training in team leading and weekly sessions in functional skills. You must attend all sessions.

What else do I need to know?
The course will extend your knowledge, skills and abilities, which in turn will enhance your career prospects enabling you to be a valuable part of any business. All training materials will be provided at the training centre.

What could I do next?
<p>Level 3 in Management</p> <p>Level 2 and 3 in Business Administration</p> <p>Level 2 and 3 in Customer Service</p>