



Specialists in Project Management, Leadership  
and Management, and Business Improvement

# Level 3 Team Leader/ Supervisor



# Introduction to ELA

ELA is a niche provider of apprenticeship learning programmes in Project Management, Leadership and Management, and Business Improvement. We are specialists in delivering training solutions into public sector organisations, education settings, facilities management, engineering and construction. We do not believe in training for training's sake, which is why our team combines extensive industry experience and knowledge of these disciplines with a huge passion for learning that makes a difference.

## Level 3 Team Leader/Supervisor Standard

This apprenticeship is designed for managers with operational/project responsibilities, or responsibility for managing a team to deliver a clearly defined outcome. Managers provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

## Level 3 ILM Diploma for Team Leader/Supervisor

The ILM Diploma for Team Leader/Supervisor route is an optional approach to completing the apprenticeship with the value added inclusion of achieving Diploma status awarded by the Institute of Leadership & Management (ILM).

# Benefits of Apprenticeship

**01**

Full membership of the Institute of Leadership and Management (Optional)

Institute of Leadership and Management (ILM) Level 3 Diploma for Managers (Optional)

**02**

**03**

Greater self-awareness and a better understanding of the purpose, scope and importance of their role

A more sustainable programme than a short course, encouraging embedding and facilitating change of behaviours

**04**

**05**

Level 2 Functional Skills in Maths and English

Mental Health First Aid awareness

**06**

# What Values Do We Add at ELA?



Optional ILM Level 3 Diploma for Managers

Personal Development Assessments,  
Public Speaking and Presentation Skills Module



Managing Mental Health in the  
workplace module

Dedicated cohorts (minimum 12-15 apprentices  
per employer) to align the programme with  
organisational objectives and timescales



Mixed cohorts to enable individual learners from  
multiple organisations to join the programme to  
share experience, best practice and ideas

Workshops designed to embed learning of theory,  
practical activities and presentation skills



### One to One Support

Regular 1-2-1 support and mentoring with a Portfolio Coach

### Workshops

Monthly

### Typical Duration

15-18 months

### Assignments and Tasks

Work-based tasks and assignments mapped to meet ILM and the Standard's criteria

### On-Programme Worked-Based Tasks

On-programme work-based tasks supported by portfolio of evidence

### End Point Assessment

Professional Discussion, Presentation with Q&A, structured competency-based interview and professional discussion

# Delivery and Assessment

# Modules

## Non Diploma Modules

Managing Self

Effective Leadership

Effective Communication

Developing People & Teams

Effective Coaching

The Role of HR & Managing Poor Performance

Building Relationships

Problem Solving & Making Decisions

Operational Management, Finance & Culture

Mental Health Awareness

Project Management

## ILM Diploma Modules

Managing Self

Organisational Governance

Communications & Interpersonal Skills

Data Management

Problem Solving & Making Decisions

Organisational Culture & Strategy

Team Development & Resource Management

Building High Performance Teams

Project Management

Mental Health Awareness

# Commitment Required

## Employer

To appoint a work-based mentor  
(or actively involved line manager)

To ensure the apprentice has supervisory  
responsibility for one or more individuals

To allocate protected training time to  
meet the government's requirement for  
an apprenticeship programme (minimum  
6 hours per week)

To participate in bi-monthly reviews of  
the apprentice's progress (CPD tracking)

Attendance at monthly virtual  
workshops with the Trainer

Attendance at monthly virtual  
meetings with the Portfolio Coach

Manage ownership of portfolio  
development and ensure timely  
submission of work

Maintain records of the  
learning activities undertaken

## Apprentice



Other Apprenticeships in the ELA Business Portfolio:

Level 3 Team Leader Supervisor

Level 4 Associate Project Manager

Level 5 Operations Departmental Manager

Level 4 Improvement Practitioner



Training Apprentices since 2011



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