

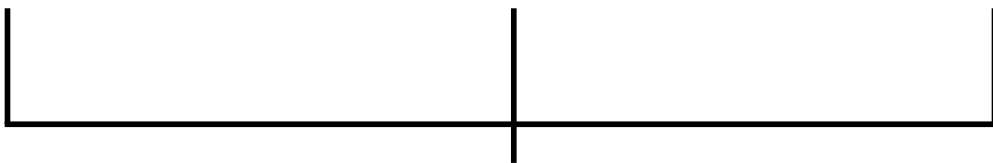
1. Welcome to your

Apprenticeship Development Pathway

Level 3 Business
Administration
Apprenticeship

Level 3 Customer
Service
Apprenticeship

Level 3 Improvement
Technician
Apprenticeship



Diploma in Team Leading (RQF)
(Optional Add-On)



Level 3 Diploma in Team Leading (RQF)

What is it?

Qualification Overview

The Level 3 Diploma in Team Leader (RQF) is designed to develop the knowledge, skills and behaviours required to effectively lead teams within the workplace. The qualification supports learners in building leadership, communication, operational and people management skills to improve both team and organisational performance. Learners will develop confidence in leading people, managing projects, supporting change, solving workplace problems and delivering operational objectives within a variety of workplace settings.



Units

4 Units



Session Time

Weekly 2.5 Hour Sessions



Start Date

Please Contact Our Team



Location

Online E-Portfolio



Duration

Alongside Your Apprenticeship

What To Expect

Unit Breakdown

Unit	Mandatory Units
1	Building a High Performing Team
2	Communication & Implementing Operational Plans
3	Managing Change & Continuous Improvement
4	Problem Analysis & Conclusions

LEARNING ACTIVITIES

PRESENTATIONS & PRACTICAL TASKS

Deliver presentations and complete practical management activities.

ONE-TO-ONE SUPPORT SESSIONS

Individual sessions with tutors or skills coaches.

PROJECTS & WORKPLACE ACTIVITIES

Complete mentoring projects and practical tasks

PROFESSIONAL DISCUSSIONS

Discuss learning and provide evidence of mentoring skills.

EMPLOYER LED LEARNING

Attend workplace training and development activities

SELF-STUDY & E-LEARNING

Complete online learning and independent study modules.

PRACTICAL REQUIREMENT

PRACTICAL APPLICATION

Learners are required to demonstrate their leadership and team management skills within a real workplace environment. Assessment activities may include workplace observations, professional discussions, presentations and practical projects linked to their role. Evidence can include reports, reflective accounts, feedback and examples of leading teams and supporting organisational objectives.