



Level 3 Team Leader/Supervisor

Achieving your Level 3 Team Leader/ Supervisor Standard

Is this course for me?

If you are currently managing a minimum of 2 staff members or have some prior knowledge and experience in a supervisory role you'll find this course very valuable.

It'll allow you to develop and demonstrate a better knowledge of your sector, as well as being a fantastic opportunity for personal growth. It is an excellent progression from the Level 2 Diploma in Team Leading.

How long will the course take me to complete?

As with anything worthwhile, this course requires you to dedicate some of your time to it. This will be up to 15 months in total, but afterwards, you'll have the fantastic feeling of becoming a professionally recognised manager and set yourself up for a rewarding career.

You will be assigned your own tutor to support you throughout your course, however you will be required to do some independent learning.

You should set aside between 6 and 10 hours a week to work towards your Standard. You may prefer to split this time up into a few evenings a week and some time at the weekend, but it's entirely up to you.

The course is made up of 2 parts, as follows:

Main part of the course – 12 months.

The units are based around your skills, knowledge and behaviours which you gain throughout your apprenticeship. Complete your Level 3 Team Leader/ Supervisor course and English and maths Functional Skills (Level 2).

Part 2 is in two sections - duration 3 months

1. Preparation for your End Point Assessment (this is called Gateway). We will upload your English and maths Functional Skills certificates (Level 2) - once achieved - on to the Gateway Portal. You will be required to upload some evidence of your work from your online portfolio.
2. End Point Assessment consisting of a presentation with questions and answers (fail, pass, distinction) and a professional discussion, supported by your portfolio.

How do I achieve the Standard?

During the course, you will cover skills such as leading people, managing people, building relationships, communication, project management and finance - as well as managing your own professional development.

Will I need to attend classes?

Great news - **there are no classes to attend at a college**, but you will be required to attend master classes using the virtual classroom access we provide.

You will have regular contact with your Parenta tutor either remotely or face to face to observe you at work and check you're fulfilling the course requirements. Your tutor will set you course work to complete on OneFile our e-learning platform and will agree submission timings with you. It is important that you meet your submission deadlines to ensure you complete your Standard on time.

How will I be assessed?

You'll be assessed through a mixture of 'at home' and 'at work' tasks which you must provide evidence for on your online portfolio. Before this happens, your tutor will talk to you to find out what learning style suits you best and tailor your assessments around it.

At home:

- Writing from personal experience
- Assignments asking you to describe/explain something
- Reflections on how you dealt with past events

At work:

- Observations of your work practice by your tutor
- Professional discussions with your tutor (these can also be done at home over the phone)
- Virtual online sessions to attend

How will the course impact my future?

You'll be equipped with a range of management skills including allocating work to staff, managing physical and financial resources, achieving specific results and making improvements to the business.

Next steps:

On completion of your Level 3 Team Leader/Supervisor course, you have the opportunity to progress your career further with a Level 5 Early Years Lead Practitioner Course, or even take a Level 3 in Business Administration.

Who can I speak to about Parenta courses

Call our training team on 0800 002 9242 to find out more or email us on hello@parenta.com.

Throughout this course, you will acquire the knowledge, skills and behaviours needed - under the following themes and topics:

Theme 1: Teamwork & Operational Management	Theme 2: Teamwork Leadership & Management	Theme 3: Finance
<ul style="list-style-type: none">• Building Relationships• Communication Essentials• Operational Management• Awareness of Self & Other in the Workplace	<ul style="list-style-type: none">• Leading & Managing People• Management of Self• Awareness of Self & Other in the Workplace• Decision Making	<ul style="list-style-type: none">• Budgeting & Financial Management• Organisational budget control• Managing a budget• Management of Self• Awareness of Self & Other in the Workplace

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