

The logo for the University of Sussex, featuring the letters 'US' in a stylized, white, serif font.

UNIVERSITY  
OF SUSSEX

Large, white, sans-serif text 'L3' positioned in the upper right quadrant of the page, partially overlapping the background image.

## Level 3

Leadership and Management

# Team Leader/Supervisor Programme

This course is designed for new or aspiring managers, who have just started on their management journey over the last few years or are about to move into management. Supplying them with the tools and techniques required of their role as a leader in business and creating opportunities for them to immediately apply these tools. Learners may lead a team in daily operations or head up projects; they may have some management experience, but none is required.



Education & Skill  
Funding Agency



Apprenticeships



KnowledgeBrief®

Duration:  
**12 - 15 months**

## What's involved?

Split into 4 parts, each containing multiple learning cycles. These learning cycles focus on a key area for growth and each builds on previous cycles to compound the learning and allow for reflection on the implementation in real-life settings and the impacts of this.

	Part 1 What is leadership and management?	Part 2 Managing yourself and others	Part 3 Using data to deliver	Part 4 Create and build professional relationships
<b>Introductory Learning Cycle</b>	Key knowledge and study skills			
<b>Study Unit</b>		<b>Study Unit 301:</b> Principles of Leadership and Management	<b>Study Unit 311:</b> Contributing to the Delivery of a Project	
<b>Learning Cycle 1</b>	What is leadership and management?	Management of self	Decision making	Self-awareness
<b>Learning Cycle 2</b>	Communicating the strategic vision	Managing others	Finance	Communication
<b>Learning Cycle 3</b>	Modelling values and behaviours	Operational management	Project management	Build relationships
<b>Learning Cycle 4</b>	Who are you as a leader and where do you want to be?			
<b>Training Days</b>	2	2	2	2
<b>Reviews</b>	Starting point tripartite meeting. Tripartite review meeting. Monthly progress reviews.	2 x Tripartite review meeting. Monthly progress reviews.	2 x Tripartite review meeting. Monthly progress reviews.	Tripartite review meeting. Monthly progress reviews. Gateway tripartite review.
<b>EPA preparation</b>	End of part knowledge test and professional discussion.	End of part knowledge test and professional discussion.	End of part knowledge test and professional discussion.	End of part knowledge test and professional discussion. EPA preparation training session.

**20% off the job study per month**, inclusive of the above elements and online learning through our cutting-edge eLearning platform, KBPro®, is required. All learning is flexible to suit a learner's business priorities.

## Core elements of your programme



### Techniques and Insight Questions

Techniques are a distilled set of information on a specific element of business, delivering key information about the topic in a simple and consistent format. With learning being made directly relevant and applicable to the business.

Each Technique culminates in a short written piece where the learner supplies an Insight Answer - contemplating the possibility for implementation of the Technique and related impacts on their role, team and organisation.



### Training Days and Webinars

Designed to increase cross industry collaboration, interdepartmental experience sharing and building team cohesion. These impactful sessions supply an opportunity for learners to discuss cutting-edge research and best practices.

Sessions are available across a broad range of subjects, including: emotional intelligence, values based leadership, project scoping, delegating, time management and many more.



### Study Units

Embedded within the Apprenticeship programme is a Chartered Management Institute Certificate in Management and Leadership.



### Work Based Evidence

A proportion of your time commitment is made up from live project work directly applied from your job role for example: meetings, interviews, projects, presentations etc.

## What you will learn

### Part 1 | What is leadership and management?

- What leadership is and what management is. How the two aspects differ and how each can be utilised effectively.
- Successfully communicating strategic vision to achieve buy-in, and how you as a manager impact team culture.
- The best approaches to modelling values and behaviours and how this impacts your team.
- Understanding who you are as a leader and where you want to be, building a development plan to achieve this.

### Part 2 | Managing yourself and others

- Managing yourself, your time, and your emotions effectively as a leader.
- How to effectively manage people, understand group dynamics, set objectives and support development.
- Key aspects of operational management, including change management and strategy

### Part 3 | Using data to deliver

- Successful decision making approaches and using models to inform on appropriate decisions.
- Financial reporting, budgeting and forecasting.
- Project management, risk management and using limited resources effectively.

### Part 4 | Create and build professional relationships

- Being aware of yourself as a leader and how this can help you create and build strong professional relationships.
- Communication skills, the psychology of relationships and continuous improvement.
- Managing and analysing stakeholders and dealing with global, virtual teams.

## How are you assessed?

Once the programme is complete, you will be assessed through the End Point Assessment (EPA) by an independent, accredited organisation.

### Project proposal and presentation with Q&A

The project proposal's subject, title and scope will be agreed between the employer and the EPA Organisation at Gateway Submission is 12 weeks after Gateway

### Presentation focused on the project

- At least 8 questions in the Q&A
- Professional discussion underpinned by a portfolio of evidence
- 20 pieces of skills-based evidence
- 60 min with 6 competency-based questions

Fail, pass or distinction for each method, combined for final score

What you will achieve

- **CMI Certificate in Principles of Leadership and Management**
- **Level 3 Team Leader/Supervisor Apprenticeship Certificate**
- **Foundation Chartered Manager Status**

## Our Level 3 learners tell us:

“I’d definitely encourage people to do it. The course has been fantastic and with the knowledge and frameworks you learn and can directly apply in your day job, you will become better at what you do.”

**Emily Moore**, Philanthropy Manager, CLIC Sargent.

“If you are starting out in leadership and management, taking the course will give you a firm foundation to build your knowledge and skillset. And, if you’re already leading and managing people, it will provide you with new ways of working and up-to-date techniques and approaches you can directly apply in your role.

It doesn’t matter what stage you are at in your leadership or management career, a Level 3 or 5 course will make you a better leader.”

**Andy Blackstock**, Head of Operations North, Flogas



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