

Team Leader/Supervisor

① What the role entails

A Team Leader/Supervisor is a first line management role with operational/project responsibilities or responsibility for managing a team to deliver clearly defined outcomes. They also provide direction, instructions and guidance to ensure the achievement of set goals.

Specific responsibilities may vary but the knowledge, skills and behaviours (KSBs) required to undertake this role are universal – regardless of the size or nature of the organisation Team Leaders operate within.



② On-programme assessment

The apprentice must achieve the following on-programme assessment requirements prior to Gateway:

- English and maths at Level 2
- Developed their Portfolio of Evidence
- Completed a CPD log including copies of any ILPs or training plans and any certificates achieved
- Prepared for their Competency-based Interview
- Gathered evidence of their CPD activities.



③ Gateway requirements

The decision to take an apprentice through Gateway is made between the employer, Independent Training Provider (ITP) and apprentice. The apprentice must have achieved all the required on-programme elements before they enter Gateway.



④ End-Point Assessment

The end-point assessment for the Team Leader/Supervisor contains 4 methods of assessment as outlined below:

Multiple Choice Question Knowledge Test

Using a series of 16 scenario-based questions, apprentices are required to demonstrate their knowledge of leadership and management in relation to specific topics. This will be a 25 minute on-demand test. The score will be multiplied by 1.875 to get a final score out of 30.

Grade Weighting - minimum 15 marks out of 30, and carrying 30% of the final grading.

Competency-based Interview

The Independent End-Point Assessor (IEPA) uses a structured series of questions to test the knowledge and application of learning relating to the modules identified in the assessment plan. This is a great opportunity to assess behaviours and soft skills while allowing apprentices to demonstrate their style. The Interview will last for a maximum of 60 minutes.

Grade Weighting - minimum 15 marks out of 30, and carrying 30% of the final grading.

Portfolio of Evidence

The apprentice carries out work defined by their employer, assembling a Portfolio of Evidence that demonstrates learning and development activities and their application in the workplace. This will include written, audio and video evidence that showcases their on-programme learning and achievements.

Grade Weighting - minimum 10 marks out of 20, and carrying 20% of the final grading.

Professional Discussion relating to CPD activity

In this concluding assessment module, the IEPA leads a 20-30 minute discussion to uncover additional evidence of personal development activities and how this learning was applied to the role and workplace.

Grade Weighting - minimum 10 marks out of 20, and carrying 20% of the final grading.

⑤ Grade aggregation table

End-Point Assessment Evidence	Weighting	Maximum Mark	Minimum Mark to be attained
Knowledge test using scenarios and questions	30%	30	15
Structured Competency-based Interview	30%	30	15
Assessment of Portfolio of Evidence	20%	20	10
CPD Log/ Professional Discussion	20%	20	10

Grade	Fail	Pass	Merit	Distinction
Total Mark	Less than 50	50-59	60-69	70+

⑥ Completion and certification

Once the IEPA verifies the apprentice has successfully completed all EPAs, NCFE will activate certification. Working with the apprenticeship certificate issuing authority, we'll ensure the apprentice receives their certificate.



⑦ What next?

Once the Level 3 Team Leader/Supervisor apprenticeship is complete, the learning doesn't stop. NCFE offers a full suite of programmes designed to take your apprentice onward up the career ladder. Their next steps are **Operations/ Departmental Manager (Level 5)** and **Chartered Manager (Level 6)**.

Why choose EPA Plus?

We are an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across Health, Education & Care and Business apprenticeship standards. EPA Plus offers a flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.