



# Team Leader v1.4

☆ Level 3    £ £5,000    🗓 15 months

## 1. What the role entails

The broad purpose of a team leader is to provide leadership with operational and project responsibilities. Team leaders manage individuals, teams, or elements of a project, offering direction, instructions, and guidance to achieve set goals. They are vital for the smooth functioning of all departments within an organisation and are often responsible for ensuring that functions are correctly administered and maintained in line with legislation and the organisation's procedures.

A team leader is responsible for supporting, managing, and developing individuals; managing projects; planning and monitoring workloads and resources; delivering operational plans; resolving problems; and building relationships both internally and externally.

Team leaders may work as part of a network or in various team settings. They operate within agreed budgets and available resources, reporting to mid-level and senior managers. Team Leaders understand how their role supports the broader organisational structure. They apply codes of practice, legislation, and regulations relevant to their organisation's areas of operation.

## 2. On-programme assessments

Apprentices will typically spend 15 months on-programme and undertake the minimum required off-the-job training as per the apprenticeship funding rules. Apprentices must spend at least 12 months on-programme. Before entering Gateway, the apprentice must complete the following on-programme requirements:

- Level 2 English and maths or equivalent qualifications, if required (see DfE apprenticeship funding rules for full details)
- a Portfolio of Evidence to underpin the Professional Discussion.

## 3. Gateway requirements

The decision to take an apprentice through Gateway is made between the employer, Independent Training Provider (ITP) and the apprentice. The apprentice should only enter Gateway once the employer is content that the apprentice is working at or above the level of the occupational standard.

The apprentice must also have completed all the on-programme elements before they enter Gateway, including submitting a Portfolio of Evidence to underpin the Professional Discussion.



## 4. End-point assessment

The end-point assessment (EPA) for Team Leader consists of two assessment methods:

### Professional Discussion underpinned by a Portfolio of Evidence

The Professional Discussion is a 1 hour two-way discussion which gives the apprentice the opportunity to demonstrate the knowledge, skills and behaviours (KBSs) mapped to this assessment method.

The Portfolio of Evidence will be completed during the on-programme learning and submitted at Gateway. The apprentice must have access to their Portfolio of Evidence during the Professional Discussion where the Independent End-Point Assessor (IEPA) will ask at least five questions. The apprentice can refer to and illustrate their answers with evidence from their Portfolio of Evidence however, the Portfolio of Evidence is not directly assessed.

The Professional Discussion is graded fail, pass or distinction.

### Presentation with Questions

Post Gateway, NCFE will provide the apprentice with a presentation topic which allows the apprentice the opportunity to draw on what they have learnt and experienced during their apprenticeship. The apprentice must submit any presentation materials to the NCFE by the end of week 4 of the EPA period.

The Presentation with Questions must last 50 minutes. This will typically include a presentation of 20 minutes and questioning lasting 30 minutes. The IEPA must ask at least five questions.

The Presentation and Questions is graded fail, pass or distinction.

## 5. Grade aggregation table

	Grading			
Professional Discussion	Pass	Pass	Distinction	Distinction
Presentation with Questions	Pass	Distinction	Pass	Distinction
Final Grade	Pass	Pass	Pass	Distinction

If an apprentice fails any assessment, the EPA will be deemed an overall fail.

## 6. Completion and certification

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

## 7. What next?

Completion of the Team Leader apprenticeship may provide progression opportunities to more senior roles in the leadership and management sector. It may also be possible to progress to the Level 4 Associate Project Manager or the Level 5 Operations Manager apprenticeship. This apprenticeship aligns with The Chartered Management Institute for Associate Membership and with the Institute of Leadership for Associate Membership.

Please contact the professional body for more details.

### Why NCFE?

We are an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across health, education, social care, business, active leisure and digital apprenticeship standards. NCFE offers flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.