



Team Leader or Supervisor

☆ Level 3 £ £4,500 🗓 12-18 months

1. What the role entails

A Team Leader or Supervisor is a first line management role, with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours (KSBs) needed will be the same whatever the role. Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

2. On-programme assessments

Before entering Gateway, the apprentice must complete the following on-programme assessment requirements:

- A completed Portfolio of Evidence
- Level 2 English and maths.

3. Gateway requirements

The end-point assessment (EPA) period should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard and they are deemed to have achieved occupational competence. In making this decision, the employer may take advice from the apprentice's independent training provider (ITP), but the decision must ultimately be made solely by the employer.



“NCFE is passionate about creating educational opportunities for all.”

[View the full IfATE Team Leader or Supervisor standard](#)



4. End-point assessment

The end-point assessment (EPA) Team Leader or Supervisor contains two methods of assessment:



Presentation with Questions and Answers

The Presentation should provide a summary of the apprentice's role as a Team Leader or Supervisor, what they do and how this is relevant to their role and organisation. It should focus on how they tackle current topics and will cover all KSBs assigned to this assessment method. The apprentice will prepare and deliver a Presentation based on topic(s) covered within the apprenticeship to the Independent End-Point Assessor (IEPA). This will be followed by a Question and Answer session to enable discussion of the topic in greater detail. The Presentation will last 20 minutes and the Questions and Answers, 30 minutes.

Grading - the Presentation with Questions and Answers is graded Fail, Pass or Distinction. To achieve a Distinction, the apprentice must meet all of the Pass descriptors and Distinction descriptors assigned to this method.



Professional Discussion underpinned by a Portfolio of Evidence

The Professional Discussion will be appropriately structured to draw out the best of the apprentice's competence and excellence and cover the KSBs assigned to this assessment method. It is an in-depth, two-way dialogue between the apprentice and the IEPA allowing the apprentice to explore their own practice and experience to show they are occupationally competent. The Professional Discussion will last 60 minutes.

Grading - the Professional Discussion is graded Fail, Pass, Distinction. To achieve a Distinction, the apprentice must meet all of the Pass descriptors and Distinction descriptors assigned to this method.

5. Grade aggregation table

		Professional Discussion with a Portfolio of Evidence		
		Fail	Pass	Distinction
Presentation with Q&A	Fail	Fail	Fail	Fail
	Pass	Fail	Pass	Pass
	Distinction	Fail	Pass	Distinction

6. Completion and certification

We'll activate certification once the apprentice has successfully completed all EPAs, and the IEPA has verified this. Working with the apprenticeship certificate issuing authority, we'll ensure the apprentice receives their certificate.

7. What next?

On completion of the Team Leader or Supervisor EPA, apprentices may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development. There are also other apprenticeship standards to progress onto such as Level 5 Operations or Departmental Manager.

Why NCFE?

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

