



PRIORY APPRENTICESHIPS

Team Leader Level 3

COURSE GUIDE

Overview

Team leaders play a crucial role in maintaining high standards, driving performance and supporting positive team culture. Effective leadership strengthens organisations at every level. Our 15-month development programme helps learners build practical leadership skills, develop strong communication and management capabilities, and apply professional behaviours that support confident, effective team supervision across virtually all industries.

About Priory Apprenticeships

Priory Apprenticeships delivers high quality, nationally recognised training designed to strengthen workforce skills across a wide range of sectors. Our programmes combine expert tutors, practical learning and strong employer partnerships to develop confident, capable staff who make a meaningful impact in their roles. We are part of a Multi-Academy Trust and therefore have a deep understanding of the challenges faced by the sector. This unique insight has helped us to develop bespoke programmes that tackle these challenges and become trusted partners for schools, colleges and MATs in Lincolnshire and beyond.

www.prioryapprenticeships.co.uk

Why

BENEFITS FOR EMPLOYERS

- Develops confident, capable first-line leaders who strengthen daily operations
- Improves communication, staff motivation and team performance
- Supports succession planning and reduces reliance on external recruitment
- Boosts retention by investing in clear development pathways
- Ensures leaders are trained consistently and to a recognised national standard
- Helps drive improved productivity and professionalism across the organisation
- Supports staff to manage conflict, change and performance effectively

BENEFITS FOR LEARNERS

- Builds practical leadership, communication and motivational skills
- Enhances confidence in managing people and leading teams
- Provides structured tools for planning, problem-solving and decision-making
- Leads to a nationally recognised Level 3 qualification
- Supports progression into roles such as Senior Team Leader, Supervisor or Manager
- Offers high-quality workshops, coaching and individual development

How is the Programme Funded?

This programme is eligible for funding through the apprenticeship levy or Government Co-Investment. Employers may also be eligible for incentive payments from the Government for each learner on this course.

Course Value: £5000

Speak to us if you have any questions around programme funding.

Requirements

LEARNER

- Must be employed in a role with responsibility for supporting or supervising staff
- Must not already hold a similar leadership qualification at the same or higher level
- Should be committed to attending workshops, reviews and assessments
- Must be able to provide evidence from workplace leadership activities
- Must have employer support to complete off-the-job training

EMPLOYER

- Must provide a suitable role that allows the learner to demonstrate leadership responsibilities
- Must allow active learning time (roughly 6 hours per week)
- Must support project activity and access to relevant systems and information
- Should assign a line manager or mentor to support learner progress

Typical Workshops

1

Managing a Team to Achieve Results

Learn how to motivate, guide and support your team to meet objectives, improve performance and deliver consistent, high-quality results.

2

Stakeholder Management & Communication

Develop effective communication techniques and learn how to build positive relationships with colleagues, managers, partners and other key stakeholders.

3

Legal & Organisational Governance (Principles of Management & Leadership)

Gain a clear understanding of legal responsibilities, organisational policies and the core principles that underpin effective leadership and management.

4

Managing Daily Activities, Time-Management & Task Prioritisation

Explore practical tools and digital systems to plan workloads, prioritise tasks and manage your time effectively in a fast-paced environment.

5

Principles of Management & Leadership

Build a strong foundation in leadership theory, learning how different styles, behaviours and approaches influence team culture and performance.

6

Presentation Skills & EPA Overview

Learn how to structure and deliver confident presentations and understand what to expect from the End-Point Assessment, including key requirements and preparation tips.

7

Managing Budgets & Resources

Gain essential skills in resource planning, budgeting and financial awareness to help your team operate efficiently and responsibly.

8

Project Management Tools

Discover practical digital tools and techniques used to plan, track and deliver successful projects within your team or organisation.

9

Decision-Making, Problem Solving, Change Management & Coaching

Develop structured methods for solving problems, making informed decisions, leading through change and supporting others through effective coaching.

10

Managing Data & Information

Learn how to collect, interpret and use data to inform decisions, monitor performance and communicate meaningful insights.

How Long is the Programme?

The Team Leader programme is completed over 15 months, plus a 3 month assessment period.

How Will You Be Assessed?

Learners will be assessed throughout their programme and will be required to complete an end of programme assessment. During the programme learners build a portfolio of evidence demonstrating their leadership skills, behaviours and application within their workplace.

The EPA includes:

- A Professional Discussion – a structured conversation with an independent assessor, based on the learner's portfolio.
- A Presentation with Q&A – the learner presents a real project or improvement activity from their workplace and answers questions on their decisions and outcomes.

Get Started

EMPLOYER

If you are an employer, you can nominate team members that you would like to complete this professional training. Scan the QR Code and complete the short form or get in touch via our contact information below.

LEARNER

If you would like to enrol onto this programme yourself, speak to your line manager and they will support you. You can also reach out to us directly. Please note that we will need to contact your line manager to confirm you have support to complete the programme.



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