



APPRENTICESHIP TEAM LEADING

Want to enter the world of management? Step up your career with our Team Leading apprenticeship.



HOW APPRENTICESHIPS WORK



TEAM LEADING APPRENTICESHIP PROGRAMME

This is intended for individuals who have a responsibility for the work of others, as they lead a team. It is suitable for people who are entering management, or who have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example, providing leadership for your team, encouraging innovation, allocating and checking work.

Entry requirements	Levels offered	Qualification gained
<ul style="list-style-type: none"> 16 years or over GCSE's in English, Maths & ICT (A-C Grade) or by achieving the entry requirement via our BKSBA Assessment. 	<p>Level 2 - Intermediate Apprenticeship (equivalent to five GCSE passes)</p> <hr/> <p>Duration - 12 to 18 months</p> <hr/> <p>Exam Body - ILM</p>	<ul style="list-style-type: none"> A Level 2 Diploma in Team Leading Functional Skills (English, maths & ICT) Employer Rights & Responsibilities (ERR) Personal Learning & Thinking Skills (PLTS).

VIEW OUR VACANCIES TO APPLY

uxbridgecollege.ac.uk/apprenticeships



ALREADY WORKING?

Turn your job into an apprenticeship. Call us on 01895 853622 / 01895 853786 to get you started.

This factsheet is issued as a general guide and may be altered at any time, August 2016.

- 01895 853622 / 01895 853786
- apprenticeships@uxbridgecollege.ac.uk
- www.uxbridgecollege.ac.uk/apprenticeships
- @UCApprenticeJob





SAMPLE UNITS YOU MAY STUDY

LEVEL 2 DIPLOMA IN TEAM LEADING QUALIFICATION

You will study knowledge based units that combines theory and performance. Sample units include:

- Manage Personal Performance & Development
- Communicate Work-Related Information
- Lead & Manage a Team
- Principles of Team Leading
- Understanding Business
- Develop Working Relationships with Colleagues
- Contribute to Meetings in a Business Environment
- Promote Equality, Diversity & Inclusion in the Workplace
- Deliver Customer Service
- Resolve Customer Service Problems
- Negotiate in a Business Environment.



CHOOSE UXBRIDGE COLLEGE



A TOP COLLEGE

in London for success rates.



THE LARGEST

college provider of apprenticeships in west London.



WE WORK

with many companies e.g. Barclays, British Airways, Royal Opera House & Sky.



91% OF APPRENTICES

secure employment at the end of their apprenticeship through Uxbridge College.



FREQUENTLY ASKED QUESTIONS (FAQs)

What extras will I get?

NUS Apprentice Extra Card -

To get discounts on shopping, visit www.apprenticeextra.co.uk

Apprentice Oyster Card -

To get up to discounts on travel within London Borough, visit <https://tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/apprentice-oyster-photocard>

Do I already need to have a job?

You should be working a minimum of 30 hours per week in a job. If you are unemployed, view our vacancies to apply for a job: www.uxbridgecollege.ac.uk/apprenticeships

Can I start an apprenticeship after Year 11?

Yes, you can! Young people in England must stay in education or training until they turn 18. If you're looking for a different option after Year 11, an apprenticeship could be the answer for you!

How long does it take to complete an apprenticeship?

You can complete an apprenticeship within 12 - 18 months, depending on your experience, competence and the company you are working in.

How am I assessed?

Assessments are carried out in your workplace. Our assessor will come and assess you in your job role.

How much does it cost?

16 - 23 year olds: there is no cost for you to do an apprenticeship and you will be paid a wage.

What's next after I complete my apprenticeship?

Further Study -

On successful completion of a Level 2 Apprenticeship, you may progress to a progress to Level 3 Apprenticeship for further training.

Career opportunities -

You may move to a management role within the same business.