



HIRE A TEAM LEADING APPRENTICE

This apprenticeship gears your staff to develop leadership skills to confidently manage your smaller teams.



HOW APPRENTICESHIPS WORK

- You offer a young person a role to support your business paying minimum wage of £3.30*
- The role combines of employment and training leading to a nationally recognised qualification
- Their training takes place at your workplace and at the College
- The employee is required to work a minimum of 30 hours per week including any college attendance.



BENEFITS FOR YOUR BUSINESS

- Recruit new staff or train existing employees in a cost effective way
- Improve your recruitment policy, resulting in higher staff retention and loyalty
- Build a qualified workforce with specialist skills to suit your present and future business needs.
- Work with the largest College provider of apprenticeships in west London with over 50 years of experience.



APPRENTICESHIP LEVY

With the introduction of the government's Apprenticeship Levy, talk to us about how we can help you plan your recruitment. To find out more, call 01895 853780 or visit our website at www.uxbridgecollege.ac.uk/employers.



APPRENTICESHIP PROGRAMME

Levels of Apprenticeships	Pathway	Qualifications gained
Level 2 - Intermediate Apprenticeship (equivalent to five GCSE passes).	■ Team Leading	<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).

*All pricing information correct at time of publication, July 2016.

CAN YOU OFFER A ROLE? FIND OUT MORE:

- 01895 853780
- employerservices@uxbridgecollege.ac.uk
- www.uxbridgecollege.ac.uk/employers
- UC_Employers





INTERMEDIATE APPRENTICESHIP

Mandatory units

To be awarded the Level 2 Diploma in Team Leading, apprentices must achieve a minimum of 40 credits.

- 22 credits from the mandatory units in Group A
- a minimum of 12 credits from Group B
- the remaining credits can be taken from either Group B or C.

Group A:

- Manage Personal Performance & Development
- Communicate Work-Related Information
- Lead & Manage a Team
- Principles of Team Leading
- Understanding Business.

Optional units

Group B:

- Develop working relationships with colleagues
- Principles of equality and diversity in the workplace
- Promote equality, diversity and inclusion in the workplace
- Manage team performance
- Manage individuals' performance
- Chair and lead meetings
- Manage conflict within a team
- Procure products and/or services
- Collaborate with other departments
- Participate in a project
- Encourage innovation
- Contribute to meetings in a business environment.

Group C:

- Health and safety procedures in the workplace
- Store and retrieve information
- Handle mail
- Employee rights and responsibilities
- Deliver customer service
- Understand customers
- Resolve customer service problems
- Negotiate in a business environment
- Develop a presentation
- Deliver a presentation
- Resolve customers' complaints.

COMMON MODULES FOR THE APPRENTICESHIP

Employment Rights and Responsibilities / Personal Learning & Thinking Skills (PLTS)

- Understand employment responsibilities and rights
- Preparing for a Level 3 Apprenticeship
- Using research skills to solve problems
- Manage own learning
- Participating through team leading.

Functional Skills

- Application of Number – Level 1
- Communication – Level 1
- Information Communication Technology – Level 1.