



Training Provided By

**IMPACT  
FUTURES**

## **Level 3 Team Leader**

Managing teams and projects  
to achieve operational goals



## Level 3 Team Leader Training Programme

The Level 3 Team Leader Training Programme is designed for those supervisory or first-line managers. It will introduce learners to key concepts around team-leading that are fundamental to confidently lead a team.

It is suitable for those taking their first step into line management, as well as those who are experienced in managing a team or a project with clearly defined outcomes.

At the end of this training programme, you will be awarded a full and relevant Level 3 qualification once a passing grade has been achieved at the End-Point Assessment.

### Entry requirements

You must have been a UK, EEA, or EU resident for at least the past three years to undertake this training programme.

In addition, you must be able to commit to the full length of the programme, and be able to meet the programme modules through your job role.

If you are aged 16–18 and do not have a Level 2 qualification or equivalent (GCSE grade 4/C) in Maths and English, you will be required to work towards achieving these qualifications as part of your training programme.

For those aged 19 and above, completing Maths and English (Functional Skills) is optional and not a mandatory requirement to complete your programme, however - this needs to be discussed and agreed with your Employer.

## What is the duration and how will you learn?

Over the duration of 18 months, you will receive a combination of face-to-face and online training and support.

You will undertake an online assessment that will help us to understand your learning style and needs, then we will tailor your learning experience accordingly.

We ensure that you stay on track to complete your programme on time by managing your progress through our state-of-the-art e-portfolio system, Aptem.

## Off the job training

As part of the training programme, alongside your job role, a **minimum of 6 hours per week** of your time in work must be dedicated to improving new skills, knowledge and behaviours.

This can be any time devoted to learning and improving new skills, knowledge and behaviours without interruption, and can include:



Online teaching



Digital learning resources



One to one tuition



Workplace assessment

## End-point assessment

Learnt knowledge, skills and behaviours will be assessed by an independent assessor in your end-point assessment (EPA). This typically involves elements such as:



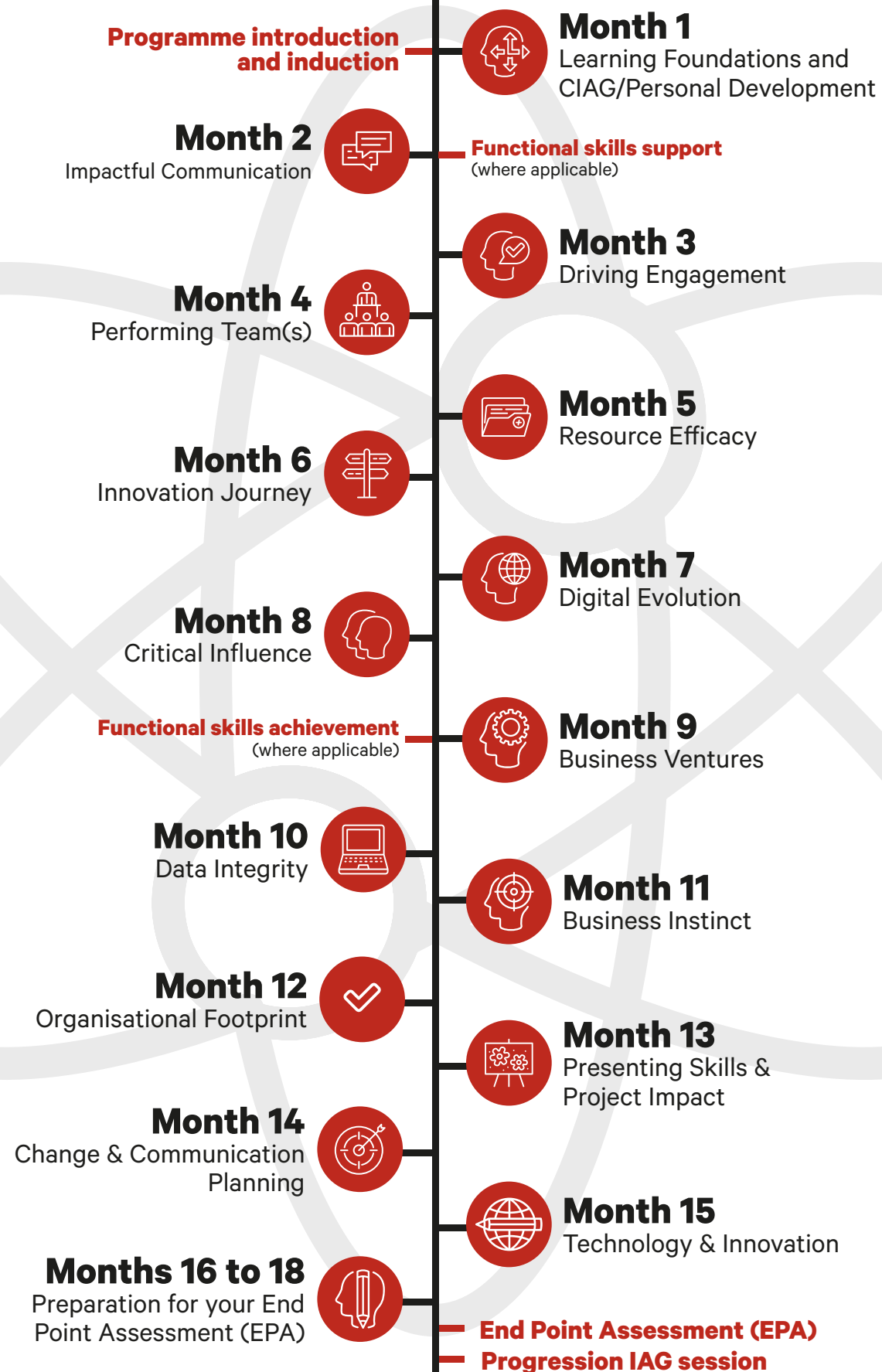
Presentation and Questioning



Professional discussion underpinned by a portfolio of evidence



# Your Training Journey



## You will learn how to:



### Support individual and team development

- ✓ You will develop skills to enable you to contribute to the training and ongoing development needs of individuals and the team
- ✓ Understand how members of the team affect team dynamics
- ✓ How to identify and support the development of the team through informal coaching
- ✓ How to manage your individual or team performance by setting objectives, monitoring progress, and providing clear guidance and feedback



### Develop yourself

- ✓ Investigate theories around the cycle of professional and personal development to comprehend the cycle of development planning for yourself and the members of your team
- ✓ Create a development plan for your own personal and professional growth
- ✓ Understand time management techniques and tools to manage workload and pressure
- ✓ Seek out learning opportunities and continuous professional development that benefit your leadership development



### Link theory with practice

- ✓ You will be able to apply the principles of equity, diversity and inclusion in the workplace and their impact on the organisation and the team
- ✓ Gain insight into recognised models and theories related to strategies for motivation to help you inspire your team
- ✓ Examine the most well-known models, techniques, and theories for mapping stakeholders, so that you can better service key organisational stakeholders

# The 5 pillars of wider learning

## Sustainability



Sustainability is about protecting the future of our environment.

Why do we need to learn about sustainability within a training programme?

Through learning about the world and how to best keep it sustainable, you can be encouraged to safeguard and enhance our natural resources.

Developing your attitudes and behaviours to be more environmentally conscious, you can protect the future of our environment.

## CIAG



CIAG provides us with careers information, advice, and guidance.

Why is the support of CIAG important within a training programme?

To be inspired, as a learner, to be proactive and to believe in your ability to achieve your aspirations.

This support will help you learn about career pathways available to you, and will:

- Increase your knowledge about the world of work
- Inspire you to succeed
- Improve your social mobility and life chances
- Help you make informed decisions

## Cultural capital & personal development



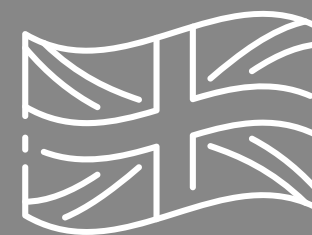
Cultural capital and personal development is about boosting your employability and work and life skills.

Why do we need to understand cultural capital and personal development within a training programme?

Learning about real-life situations and navigating through them will provide you with essential knowledge, that you may need to ensure future success.

This can include: resilience, confidence, time management, finance management, and much more- all important work, behaviour, attitude, and life skills.

## British values, safeguarding & prevent duty



We have a responsibility to keep learners safe during their learning, but we are also responsible for what happens beyond that, too.

### British values:

As our learner, you should understand: your right to make safe choices; the rule of law is there to protect you; you should be respected for who you are (regardless of age, race, gender and background); and you live in a democracy allowing you to be involved in decisions that protect you.

### Safeguarding:

We can ensure that you are supported by the right people at the right time.

### Prevent duty:

We can recognise when targets are preyed upon by extremists and we act, report and get help to stop their recruitment.

## Equality, diversity & inclusion



Promoting equality, diversity and inclusion entails fair treatment and equal opportunities for all learners.

The impact of embedding these integral areas into your learning programme means that you will be more aware of your social responsibility to protect the vulnerable in our wider society.

This will enable an inclusive mindset in your work and home life, as you develop and grow in your career.

Understanding how to protect those in our society from abuse and extreme idealisms, will further enable our future living and working lives becoming safer and fairer.



## Making an impact, now and in the future

Your career is a path, not a programme. We want to understand your career goals for the future now, so that we're best placed to assist, guide and inform you on your options.

The flowchart consists of three red rectangular boxes arranged vertically, each containing a question. A grey arrow starts at the top, points right, then down into the first box. From the bottom of the first box, an arrow points down into the second box. From the bottom of the second box, an arrow points down into the third box. From the bottom of the third box, an arrow points left, then up, and finally right into the top of the first box, completing a loop.

**Where do I see myself in my career in 12 months?**

**What support do I need to get there?**

**What targets and milestones can I set now to aid me in achieving this?**



### The Next Level

If you want to up-skill further upon completing this programme, consider our Level 5 Operations Manager training programme.



# BIMA

## Make an impact

We're all about making an impact, be that individuals making an impact through their day-to-day work, or by organisations making their impact on our economy.

As a national training provider, we make this impact throughout the UK, with expertise in childcare, healthcare, clinical and business skills training programmes.

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