



DEVELOP TALENT.
REACT TO CHANGE.
STAY COMPETITIVE.
EMBRACE NEW TECH.

Apprenticeships are versatile, serving as pathways for current employees to upskill or as a means to recruit new talent into apprentice roles. We offer top-tier, cost-effective solutions aimed at cultivating a skilled and sustainable workforce tailored to the long-term success of your company



WWW.BPIF.TRAINING



TRAINING

TEAM LEADER APPRENTICESHIP

A Team leader is a first line management role, with operational and 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 needed will be the same whatever the role.

Level: 3 (Equivalent to A-Level)

Typical Duration: 15 months

Maximum Funding: £5,000

KEY THEMES INCLUDE:

The course has been designed to cover the 24 key areas of knowledge, skills and behaviour required to be an effective team leader.

- ♦ Leading people
- ♦ Managing people and a team
- ♦ Building relationships
- ♦ Communication
- ♦ Time management
- ♦ Delegation
- ♦ Problem solving
- ♦ Decision making
- ♦ Project management
- ♦ Finance
- ♦ Behaviours
- ♦ Interpersonal skills

TYPICAL JOB TITLES INCLUDE:

Supervisor | Team Leader | Project Officer | Shift Supervisor | Manager
Foreperson | Shift Manager | Junior Managers | Middle Managers

BPIF
TRAINING



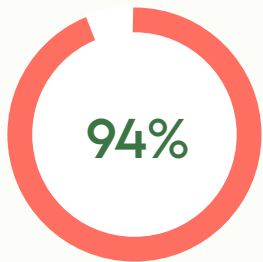
BENEFITS

BENEFITS FOR EMPLOYERS INCLUDE:

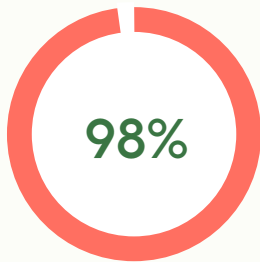
- Delivered digitally by an experienced team of trainers using government funding
- Develop improved communication and interpersonal skills
- Develop greater strategic thinking
- Improved internal customer focus
- Increased motivation for delegates
- Visible commitment and investment for delegates
- Helps with career progression planning
- Helps with succession planning

BENEFITS FOR EMPLOYEES INCLUDE:

- Improved knowledge, skills and behaviours to improve performance
- Help with career progression
- Increased job satisfaction
- Increased confidence
- Raised profile within your organisation
- Platform for further learning and progression
- Recorded workshops that fit in around your working pattern
- Connected learning tracked digitally by an online portfolio



of Employers felt that BPIF Training delivers training that is up-to-date, relevant and meets industry standards.



of Apprentices would recommend BPIF Training to a friend.



of Employers would recommend BPIF Training to another employer.

WHAT ARE THE KEY SKILLS YOU HAVE ACQUIRED DURING YOUR APPRENTICESHIPS?



While working through the Personal Development module I completed a SWOT analysis, 360 degree feedback and studied about learning styles. Having reflected on the strengths and characteristics of the team, and myself, I was able to empower members of the team to take ownership for their areas of responsibility.



KNOWLEDGE, SKILLS & BEHAVIOURS

Assessment method I: Presentation with questions and answers

KNOWLEDGE - UNDERSTAND OF THE FOLLOWING:

- Understand different leadership styles and the benefits of coaching to support people and improve performance.
- Understand organisational cultures, equality, diversity and inclusion.
- Understand approaches to customer and stakeholder relationship management, including emotional intelligence and managing conflict.
- Know how to facilitate cross team working to support delivery of organisational objectives.
- Understand different forms of communication and their application.
- Know how to chair meetings, hold challenging conversations, provide constructive feedback and understand how to raise concerns.
- Understand how organisational strategy is developed.
- Know how to implement operational/team plans and manage resources and approaches to managing change within the team.
- Understand data management, and the use of different technologies in business.
- Understand problem solving and decision making techniques.
- Understand how to analyse data to support decision making.

SKILLS - COMPETENT TO DO THE FOLLOWING:

- Able to communicate organisation strategy and team purpose, and adapt style to suit the audience.
- Support the development of the team and people through coaching, role modelling values and behaviours, and managing change effectively.
- Building relationships with customers and managing these effectively.
- Able to communicate effectively (verbal, written, digital), chair meetings and present to team and management.
- Able to communicate organisational strategy and deliver against operational plans, translating goals into deliverable actions for the team, and monitoring outcomes.

- Able to adapt to change, identifying challenges and solutions.
- Ability to organise, prioritise and allocate work, and effectively use resources.
- S5.4 Able to collate and analyse data and create reports.
- Use of effective problem solving techniques to make decisions relating to delivery using information from the team and others, and able to escalate issues when required.

BEHAVIOURS - LEARN TO DO THE FOLLOWING:

- Drive to achieve in all aspects of work.
- Demonstrates resilience and accountability.
- Determination when managing difficult situations.
- Flexible to the needs of the organisation.
- Is creative, innovative and enterprising when seeking solutions to business needs.
- Positive and adaptable, responds well to feedback and need for change.

KNOWLEDGE, SKILLS & BEHAVIOURS

Assessment method 2: Professional discussion underpinned by a portfolio of evidence

KNOWLEDGE - UNDERSTAND OF THE FOLLOWING:

- Understand people and team management models, including team dynamics and motivation techniques.
- Understand HR systems and legal requirements, and performance management techniques including setting goals and objectives, conducting appraisals, reviewing performance, absence management, providing constructive feedback, and recognising achievement and good behaviour.
- Understand the project life cycle and roles.
- Know how to deliver a project including: managing resources, identifying risks and issues, using relevant project management tools.
- Understand organisational governance and compliance, and how to deliver Value for Money.
- Know how to monitor budgets to ensure efficiencies and that costs do not overrun.
- Know how to be self-aware and understand unconscious bias and inclusivity.
- Understand learning styles, feedback mechanisms and how to use emotional intelligence.
- Understand time management techniques and tools, and how to prioritise activities and approaches to planning.

SKILLS - COMPETENT TO DO THE FOLLOWING:

- Able to build a high-performing team by supporting and developing individuals, and motivating them to achieve.
- Able to set operational and personal goals and objectives and monitor progress, providing clear guidance and feedback.
- Building trust with and across the team, using effective negotiation and influencing skills, and managing any conflicts
- Able to input to discussions and provide feedback (to team and more widely), and identify and share good practice across teams.

- Use of active listening and provision of constructive feedback.
- Able to organise, manage resources and risk, and monitor progress to deliver against the project plan.
- Ability to use relevant project management tools and take corrective action to ensure successful project delivery.
- Applying organisational governance and compliance requirements to ensure effective budget controls.
- Able to reflect on own performance, seek feedback, understand why things happen, and make timely changes by applying learning from feedback received.
- Able to create an effective personal development plan, and use time management techniques to manage workload and pressure.

BEHAVIOURS - LEARN TO DO THE FOLLOWING:

- Open, approachable, authentic, & able to build trust with others.
- Seeks views of others.
- Sets an example, and is fair, consistent and impartial.
- Open and honest.
- Operates within organisational values

COURSE SUPPORT

The course consists of the following support:

- ♦ Planned online workshops and regular formal reviews
- ♦ Bespoke programme to cater for slower and faster achieving learners
- ♦ One-to-one sessions to meet the needs of individual learners
- ♦ Helps with career progression planning
- ♦ Telephone, email and video support - 5 days a week
- ♦ Access to the Virtual Learning Environment (VLE) - 7 days a week
- ♦ An assigned personal tutor
- ♦ Access to the E-Portfolio System - 7 days a week
- ♦ Access to the Maths and English E-Learning System - 7 days a week
- ♦ Access to the BPIF Skills Hub E-Learning System - 7 days a week
- ♦ Specialist support for learners with special educational needs and/or disabilities

TRAINING PROGRAMMES AT BPIF TRAINING

BPIF Training specialises in delivering practical training tailored to the specific needs of the modern printing industry. Our training programmes, designed specifically for the printing sector, have been rated as 'Good' by Ofsted. With our work-based apprenticeships, there's no need for apprentices to attend college on a day-release basis.

A dedicated training coordinator provides support to both employers and apprentices throughout their learning journey, ensuring personalised assistance for various learner requirements and guaranteeing the development of skills crucial for your business. Continuous access to progress updates via online portfolios is available around the clock for both employers and apprentices. Moreover, our Virtual Learning Environment and Online Classrooms offer access to top-quality learning resources.

Mathematics and English skills are indispensable in the workplace, and these qualifications remain mandatory for all apprenticeships. BPIF Training offers support to apprentices lacking these qualifications, assisting them in reaching the required standard based on their individual starting points.

Employers remain actively involved in monitoring their apprentice's progress throughout the training period. At the programme's conclusion, a formal end-point assessment is conducted as per the standard requirements. Prior to this assessment, a review involving the employer, apprentice, and training coordinator ensures unanimous agreement on the apprentice's readiness to successfully complete it.

BPIF Training is dedicated to supporting both employers and apprentices through this new standard, enabling the development of a highly skilled workforce.

BPIF
TRAINING

**HIGH QUALITY TAILORED TRAINING
PROGRAMMES THAT WILL MEET
YOUR INDIVIDUAL NEEDS WHILST
ENSURING THAT IT MEETS ALL THE
REQUIREMENTS OF THE STANDARD.**

FOR MORE INFORMATION

To find out more on the Team leader Apprenticeship, please contact our team at training@bpif.org.uk or call us on 01676 526 060.



WWW.BPIF.TRAINING