

LEVEL 3 APPRENTICESHIP

TEAM LEADER



EMPOWER CONFIDENT, CAPABLE LEADERS TO INSPIRE TEAMS AND DRIVE PERFORMANCE

Our Level 3 Team Leader apprenticeship, accredited at Foundation level by the Chartered Management Institute (CMI), introduces the fundamentals of leadership for those looking to develop into an entry-level management role. This apprenticeship is perfect for brands who seek to increase team retention and motivation under strong team leaders who coach and develop their teams in an inclusive, productive working environment.

Apprentices will learn to use evidence-based approaches for problem solving and decision-making, monitor budgets and ensure legislative requirements and regulations are met. On completion of this programme, learners will have gained a well-rounded practical, operational, emotional and managerial skillset to create leaders of the future. Learners will develop their compliance, sustainability and budget management skills and learn how to drive continuous improvement, optimise resources, and save costs.

- Covers project management, relationship building and budgeting skills
- Drive and maintain business standards through effective leadership
- Understand operational efficiency and performance management

DURATION: 12 MONTHS

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IN PARTNERSHIP WITH
**FASHION
RETAIL
ACADEMY**

For more information, please contact sara.harris@efitraining.ac.uk

COURSE CONTENT & ASSESSMENT

Strategic Alignment & Business Awareness

- Interpret social, economic, and environmental influences (e.g., sustainability).
- Stay updated on industry trends and future developments.
- Align operational plans with broader organisational goals.

Data-Driven Decision Making & Problem Solving

- Gather, analyse, and present data clearly for various audiences.
- Use evidence-based approaches for problem solving and decision-making.
- Monitor performance indicators to drive improvements.
- Prepare reports that inform actions and influence outcomes.

Planning, Project & Resource Management

- Use digital tools for planning, prioritising, and allocating resources.
- Apply project management techniques to deliver on time and within scope.
- Adapt plans according to feedback, performance, or shifting priorities.
- Monitor budgets and environmental impact, suggesting efficiencies.

Business Improvement & Change Management

- Identify and promote improvements in systems and processes.
- Support continuous learning and development culture.
- Lead or contribute to change initiatives and help manage challenges.

People & Performance Management

- Set goals, monitor progress, and provide constructive feedback.
- Support team development through coaching and guidance.
- Manage performance and encourage accountability and responsibility.

Communication & Collaboration

- Communicate clearly and confidently across multiple channels.
- Build strong working relationships and collaborate effectively.
- Manage conflict and influence outcomes positively.

Compliance, Technology & Professional Conduct

- Apply policies, regulations, and governance consistently.
- Advise on compliance and ensure legal, safety, and ethical standards.
- Use business and digital tools for planning, communication, and reporting.
- Demonstrate integrity, professionalism, inclusivity, and adaptability.
- Pursue personal growth and support others' development.

End-point assessment

- For the Level 3 Team Leader apprenticeship, end-point assessment is provided by EFI Awards. EPA typically takes 3 months to complete.
- EPA includes project and presentation with Q&As, and professional discussion.