

The logo of the University of Sussex, featuring the letters 'US' in a stylized, serif font.

UNIVERSITY
OF SUSSEX

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Level 3

Leadership and Management

Team Leader/Supervisor Programme

This course is designed for new or aspiring managers, who have just started on their management journey over the last few years or are about to move into management. Supplying them with the tools and techniques required of their role as a leader in business and creating opportunities for them to immediately apply these tools. Learners may lead a team in daily operations or head up projects; they may have some management experience, but none is required.

Duration:

12 - 15 months

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What you will learn

Part 1 | What is leadership and management?

- What leadership is and what management is. How the two aspects differ and how each can be utilised effectively.
- Successfully communicating strategic vision to achieve buy-in, and how you as a manager impact team culture.
- The best approaches to modelling values and behaviours and how this impacts your team.
- Understanding who you are as a leader and where you want to be, building a development plan to achieve this.

Part 2 | Managing yourself and others

- Managing yourself, your time, and your emotions effectively as a leader.
- How to effectively manage people, understand group dynamics, set objectives and support development.
- Key aspects of operational management, including change management and strategy

Part 3 | Using data to deliver

- Successful decision making approaches and using models to inform on appropriate decisions.
- Financial reporting, budgeting and forecasting.
- Project management, risk management and using limited resources effectively.

Part 4 | Create and build professional relationships

- Being aware of yourself as a leader and how this can help you create and build strong professional relationships.
- Communication skills, the psychology of relationships and continuous improvement.
- Managing and analysing stakeholders and dealing with global, virtual teams.

How are you assessed?

Once the programme is complete, you will be assessed through the End Point Assessment (EPA) by an independent, accredited organisation.

Project proposal and presentation with Q&A

The project proposal's subject, title and scope will be agreed between the employer and the EPA Organisation at Gateway Submission is 12 weeks after Gateway

Presentation focused on the project

- At least 8 questions in the Q&A
- Professional discussion underpinned by a portfolio of evidence
- 20 pieces of skills-based evidence
- 60 min with 6 competency-based questions

Fail, pass or distinction for each method, combined for final score

What you will achieve

- CMI Certificate in Principles of Leadership and Management
- Level 3 Team Leader/Supervisor Apprenticeship Certificate
- Foundation Chartered Manager Status

approaches you can directly apply in your role.

people, it will provide you with new ways of working and up-to-date techniques and

better. More Productivity Manager

knowledge and frameworks you learn and can directly apply in your day job, you will become

