

# Apprenticeships...



at Tameside College

## Team Leading

### Areas covered

- Managing personal development
- Developing Working Relationships with colleagues
- Communicating information and knowledge
- Participating in meetings
- Managing conflict

### Course Content

The main qualification is the **NVQ in Team Leading Certificate** gained in the workplace. A personal tutor will be assigned to the apprentice and will visit the workplace on pre-arranged appointments to support the apprentice in compiling their portfolio.

The apprentice will 'build' a portfolio of evidence from work based tasks demonstrating their competence - this will include some written statements. The portfolio can also include tutor observations, witness statements, discussion with the apprentice around tasks completed.

Alongside this is the **Technical Certificate (Award & Certificate)** covering work place knowledge at the same level as the NVQ. This is assessed by reflective assignments.

Apprentices will work towards achieving Key Skills/Functional Skills in Communication and Application of Number.

### Course duration and format

Normally 1 year per level of qualification, dependant on prior knowledge and experience.

**If you require further information please ring the Apprenticeship Department on 0161 908 6608**

**Apply online at [www.tameside.ac.uk](http://www.tameside.ac.uk)**

