T Level: Management and Administration

Occupational Specialism: Team Leadership / Management

Role Title	Working Pattern	To be agreed between the provider and employer
Team Leader Trainee	**Duration**	315 hours
Objective(s)		
To support the management and leadership in the placement organisation to lead, manage and develop individuals to deliver business outcomes		
Typical Activities		
1. Contributes to effective operational delivery 2. Supports positive relationships with internal and external stakeholders 3. Contributes to the management and implementation of projects 4. Organise and deliver a team building activity to encourage team bonding		

Learning goals	TQ Reference
On the placement the student will need to further develop and hone through activity 1 **Employability skills** • Planning: identifying discrete steps, estimating time and resources, prioritising, coordinating, sequencing activity • Self-managing: monitoring, reflecting, and inviting feedback on own performance, managing time, setting personal goals, referring to others for advice • Recording: transcribing, noting, capturing, saving, storing **Technical Skills** • Managing own time and competing priorities • Using planning tools and techniques • Using data management tools • Contributing to successful meetings through developing agendas, meeting notes and action points On the placement the student will need to further develop and hone through activity 2	*[Insert corresponding reference from the TQ content]*

Employability skills

- Communicating: active listening, use of visual, oral, and written methods, engaging an audience, sharing, building rapport, adapting style and tone
- Working in a team: working with others with different skills, expertise, and experience to accomplish a task or goal

Technical Skills

- Contributing to the development of stakeholder maps and communication plans
- Drafting key messages for communication using a range of different channels
- Engage with stakeholders, managing their expectations and influencing them, based on an understanding of their needs and perspectives

On the placement the student will need to further develop and hone through activity 3

Employability skills

- Working in a team: working with others with different skills, expertise, and experience to accomplish a task or goal
- Planning: identifying discrete steps, estimating time and resources, prioritising, coordinating, sequencing activity
- Assessing Risks: Assessing a situation, a proposal, a product or process for potential adverse effects

Technical Skills

- Proficiency in common project management tools and reporting techniques
- Identifying risks and mitigation
- Monitoring expenditure

On the placement the student will need to further develop and hone through activity 4

Employability skills

- Communicating: active listening, use of visual, oral, and written methods, engaging an audience, sharing, building rapport, adapting style and tone
- Working in a team: working with others with different skills, expertise, and experience to accomplish a task or goal
- Assessing Risks: Assessing a situation, a proposal, a product or process for potential adverse effects.
- Negotiating: Secure agreement on a course of action through discussion, in order to achieve mutually beneficial results

Technical Skills • Organisational and time management skills using appropriate tools and techniques • Promoting equality of opportunity and anti-discriminatory practice • Applying understanding of team development to maximise effectiveness and productivity	

Minimum starting requirements

• Attendance at induction day and compliance with any relevant legal requirements

Suggested prior learning

• Relevant legislation, including data protection
• Different forms of communication and their application
• How to create a stakeholder map
• Tools and technology to manage, validate, protect, and process data
• The phases of the project lifecycle
• Use of common project management tools
• Risk management techniques
• Tools and techniques for analysing and interpreting data
• Understanding of team development
• Typical workplace behaviours needed for role, including:
    o Punctuality
    o Acting with integrity
    o Communicating effectively and appropriately
    o Maintaining confidentiality
    o Dress code