Harris Diploma in Team Leadership (HDTL)

The Harris Diploma in Team Leadership is an opportunity to bring high quality leadership development, training and resources to new and relatively new leaders. It is for anyone with leadership responsibility who hasn't previously undertaken formal leadership development.

The Harris Diploma in Team Leadership (HDTL) is an apprenticeship programme based on the Team Leader/ Supervisor Standard ST0384.

Our Team Leader Level 3 Apprenticeship covers the key competencies that new school leaders need to successfully lead a team. It equips learners with the ability to effectively manage a team, plan and monitor workloads / resources and build professional relationships. Our programme is designed to develop the skills and obtain the knowledge necessary to become an effective leader. And is delivered in collaboration with The Opportunity Group.

We have been able to specifically tailor the Team Leader Level 3 Apprenticeship to best fit the needs of leadership within the Schools whilst still upholding the requirements of the apprenticeship standard.

All apprenticeships are independently assessed via the EPA (End Point Assessment) our EPA is conducted by CMI.

Requirements

Participants must be a leader within an education setting, recently appointed or without any previous formal leadership training.

Participants must hold Level 2 or equivalent in English and Maths or be willing to complete the qualification for English and Maths prior to the EPA for the HDTL programme.

Duration

All Apprenticeships must have a minimum duration of 12 Months.

The HDTL programme has a planned duration of 12-15 months for fulltime staff (Will be extended for part-time staff)

Level

This is a Level 3 Apprenticeship

Progression

On completion, apprentices may choose to register as an Associate member with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression.

Apprenticeship Standard (ST0384)

Requirements: Knowledge, Skills and Behaviours

Knowledge	What is required (through formal learning and applied according to education sector)
Interpersonal excellence – Managing people and developing relationships	
Leading people	Understand different leadership styles and the benefits of coaching to support people and improve performance. Understand organisational cultures, equality, diversity and inclusion.
Managing people	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.
Building relationships	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.
Communication	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.
Organisational Performance - delivering results	
Operational Management	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
Project Management	Understand the project lifecycle and roles. Know how to deliver a project including: managing resources, identifying risks and issues, using relevant project management tools.
Finance	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.
Personal Effectiveness – managing self	
Awareness of Self	Know how to be self-aware and understand unconscious bias and inclusivity. Understand learning styles, feedback mechanisms and how to use emotional intelligence
Management of Self	Understand time management techniques and tools, and how to prioritise activities and approaches to planning
Decision Making	Understand problem solving and decision making techniques, and how to analyse data to support decision making.
Skills	**What is required (acquired and demonstrated through continuous professional development)**
Interpersonal excellence – managing people and developing relationships	
Leading people	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.
Managing people	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 relationships	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. Building relationships with customers and managing these effectively.
Communication	Able to communicate effectively (verbal, written, digital), chair meetings and present to team and management. Use of active listening and provision of constructive feedback.
Organisational Performance – delivering results	
Operational 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. Able to collate and analyse data, and create reports.
Project Management	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.
Finance	Applying organisational governance and compliance requirements to ensure effective budget controls.
Personal Effectiveness- managing self	
Self-Awareness	Able to reflect on own performance, seek feedback, understand why things happen, and make timely changes by applying learning from feedback received.
Management of self	Able to create an effective personal development plan, and use time management techniques to manage workload and pressure.
Decision making	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	**What is required (developed and exhibited in the workplace)**
Takes responsibility	Drive to achieve in all aspects of work. Demonstrates resilience and accountability. Determination when managing difficult situations.
Inclusive	Open, approachable, authentic, and able to build trust with others. Seeks views of others.
Agile	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.
Professionalism	Sets an example, and is fair, consistent and impartial. Open and honest. Operates within organisational values

HDTL Programme Process

Application

When you apply for the programme you will be required to complete an application form and a skills scan. The skills scan is a preliminary assessment of your skills, knowledge and behaviours prior to the start of the programme.

The programme

The HDTL programme is primarily delivered over three terms covering 6 units with learning aims mapped to the ST0384 Standard.

Term 1	
Knowing self and understanding teams	Knowing self and understanding MY team

Term 2	
Developing self and improving teams	Developing self and improving MY team

Term 3	
Towards continuous improvement – self and team	Thriving team leader Thriving team

The EPA

The End Point Assessment examines the ability to demonstrate the knowledge, skills and behaviours required for the Apprenticeship. Participants are assessed through:

Part 1: A Presentation	Part 2: A Professional discussion based on the portfolio of evidence.
Participants will prepare and deliver a presentation (followed by questions and answers) based on topic(s) covered within the apprenticeship.	The Participant will collate a portfolio of evidence during the on-programme phase to which will underpin the professional discussion.

The EPA is conducted by CMI.