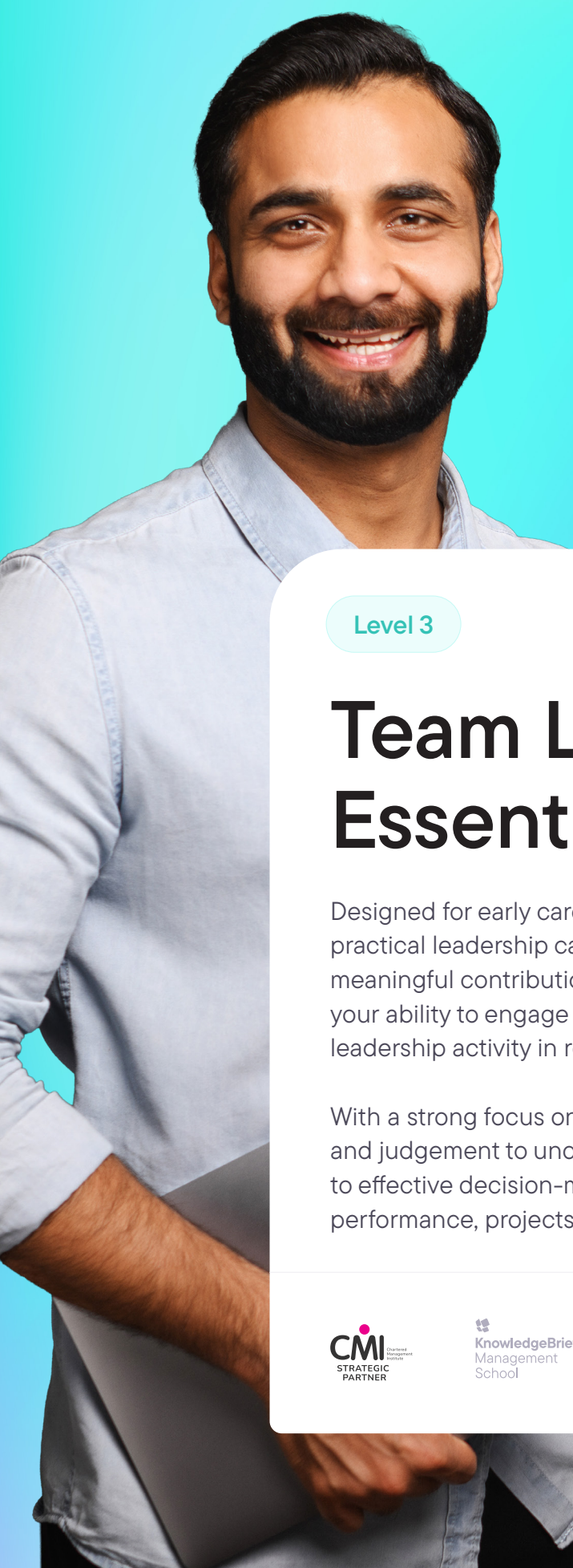


A portrait of a smiling man with a beard, wearing a light blue button-down shirt, positioned on the left side of the page.

Level 3

Team Leadership Essentials

Designed for early career professionals looking to build strong and practical leadership capability, communicate with clarity, and make a meaningful contribution to organisational success. You will strengthen your ability to engage others, solve problems, and support day-to-day leadership activity in real workplace settings.

With a strong focus on practical application, you will develop the skills and judgement to understand how organisations operate, contribute to effective decision-making, and play an active role in improving team performance, projects and supporting continuous improvement.





Develop Practical Leadership for Real World Results

**Level 3****Business Administrator Apprenticeship** **Duration:** 12 months

What's Involved

This programme develops practical leadership capability through four defined, connected parts that build confidence, skill and real-world application. You will explore the foundations of effective leadership, strengthen your communication and problem solving skills, and understand how to work collaboratively to support day-to-day team activity.

As you progress, you will build the judgement to manage priorities, engage others and contribute to effective decision making, while developing the confidence to use modern workplace tools to support their work.

The final stage will focus on applying these skills in real workplace scenarios, enabling you to contribute to stronger team performance, support projects, and play an active role in continuous improvement.

What This Means for You

This programme will provide you with a strong understanding of how to operate effectively in a modern business environment. You will be able to confidently manage key elements such as communication, stakeholder engagement, digital tools and project delivery, while supporting process improvement and organisational performance. You will also strengthen the ability to manage priorities, make informed decisions and demonstrate professionalism, supporting progression into roles with greater responsibility and leadership expectations.

What You Will Achieve

Showcase your leadership expertise with these in-demand certifications. Once completed, you'll earn:

 Team Leadership Essentials Certificate KnowledgeBrief Management School	 Level 3 Business Administrator Apprenticeship Skills England	 CMI Level 3 First Line Management and Leadership Award Chartered Management Institute
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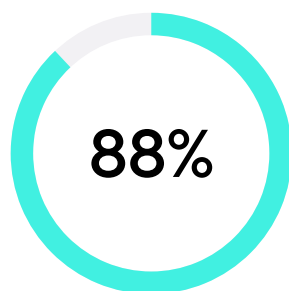
CMI Level 3 Principles of Management and Leadership Award

Lead Teams, Projects and Daily Operations with Confidence

Develop the practical skills employers value with the Chartered Management Institute Level 3 Principles of Management and Leadership qualification. Strengthen your communication, team leadership and decision-making abilities while gaining a respected qualification that supports career progression, promotion opportunities and stronger workplace performance.

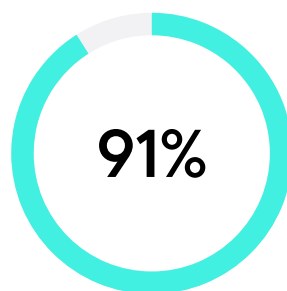


Learners' Outcomes:



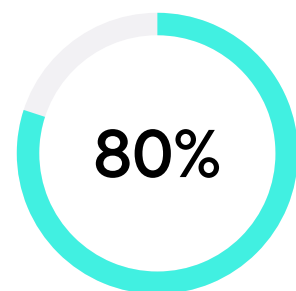
More inspired

88% said their communication had improved.



More confident

91% said they have increased confidence.



More qualified

4 out of 5 of our learners achieve a Distinction.

Benefits for Employers

Equip your organisation with capable business professionals who can manage priorities, communicate effectively and support operations with confidence. This programme develops organised, digitally fluent and commercially aware individuals who contribute to productivity, stakeholder engagement and business efficiency.

Learners apply practical tools and professional behaviours to support process improvement, effective decision-making and consistent performance across teams, helping to strengthen organisational capability and outcomes.



Planting the Future, One Learner at a Time

Every time a learner completes this apprenticeship, we plant a tree to celebrate their personal growth and help to support global reforestation projects.

What You Will Learn

PART 1

Leadership Foundations: Identity, Context and Direction

This part builds the foundational understanding required to operate effectively and take ownership within the workplace. You will develop insight into their role, strengths and behaviours, while exploring leadership styles, emotional intelligence and how external factors shape priorities and decision-making.

Learning Cycle 1.1	Learning Cycle 1.2	Learning Cycle 1.3	Workshops	Reviews
Personal Leadership and Effectiveness	Emotional Intelligence and Leadership Communication	Change, Environment and Leadership Awareness	2	Starting Point Meeting and Progress Review

PART 2

Leadership in Action: Influence, Communication and Collaboration

This part focuses on how leadership is demonstrated through working with others. You will build practical capability in communication, collaboration, stakeholder engagement and influencing outcomes.

Learning Cycle 2.1	Learning Cycle 2.2	Learning Cycle 2.3	Study Unit 331	Workshops	Reviews
Leadership Communication and Influence	Collaboration, Team Effectiveness and Motivation	Organisational Understanding and Strategic Awareness	Approaches to Managing and Leading People and Teams	2	Tripartite Meeting and Progress Review



PART 3

Leading in a Digital and Data-Driven World

This part will develop your ability to operate effectively in digital and data-rich environments, using systems, data and tools to support performance and decision-making.

Learning Cycle 3.1	Learning Cycle 3.2	Learning Cycle 3.3	Workshops	Reviews
Digital Leadership and Productivity	Data, Insight and Decision-Making	Employment Law, Regulation and Professional Practice	2	Tripartite, Progress Review and Knowledge Test

PART 4

Delivering Results Through Leadership

This final part focuses on applying learning in practice. You will develop capability in financial awareness, project delivery, process improvement and professional responsibility.

Learning Cycle 4.1	Learning Cycle 4.2	Learning Cycle 4.3	Workshops	Reviews
Financial Awareness, Risk and Responsibility	Project Leadership Fundamentals	Leading Delivery, Decisions and Improvement	2	Gateway Tripartite Meeting, Progress Review and EPA Prep

How You Are Assessed

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

Knowledge Test

Maximum of 60 minutes and includes 50 equally weighted multiple-choice questions.

Portfolio-Based Interview

A 30 to 45-minute interview supported by a portfolio of evidence.

Project Presentation

A 10 to 15-minute presentation, followed by a 10 to 15-minute Q&A discussion.

The result from each assessment method is combined to decide the overall apprenticeship grade.

The following grades are available for the apprenticeship: Fail, Pass, Distinction.

| AI ESSENTIALS

Develop Practical AI Confidence at Work with This Free AI Essentials Bolt-On

AI Essentials gives you the opportunity to strengthen your understanding of AI through a flexible, self directed module that is optional and free of charge.

Designed to build practical confidence and workplace impact, it helps you explore how AI is used in real organisational contexts, where it can add value, and how to apply it responsibly through AI supported insight, workflow improvement, decision making and effective prompting.

Take the next step towards confident, practical use of AI in your organisation.





Core Elements of Your Programme



Workshops

Workshops deliver expert-led learning on core leadership behaviours, workplace skills and practical business practices. These engaging, interactive sessions bring key areas of the curriculum to life through applied activities, discussion and real workplace scenarios, helping you strengthen your confidence, judgement and impact in operational, project and support roles. Topics include:

- Own Your Role: Personal Effectiveness for Professional Impact
- Developing Communication and Collaboration
- Smarter, Faster, Safer: Thriving in a Digital Workplace
- Navigating Change with Confidence



Techniques and Insight Questions

Build clear understanding of key concepts and learn how to apply them with confidence in your role. Techniques introduce important ideas through structured resources, helping you connect theory to real workplace practice. You will then complete an Insight Question, a short written task that helps you reflect on your learning and apply it to your own responsibilities.



Dedicated Support at Every Step

Work with a dedicated Skills Coach who supports you throughout your learning journey. From regular progress reviews to clear guidance, practical feedback and focused preparation for EPA, your coach will help you stay on track, build confidence and apply your learning in the workplace. Learners regularly highlight the encouragement, responsiveness and expertise of their KnowledgeBrief coaches, recognising the difference this consistent, personalised support makes to their progress and success.



Work-Based Evidence

Turn your day-to-day work into meaningful evidence of your development. You will build your portfolio through real workplace activity, capturing examples from tasks such as meetings, presentations and projects. This helps you apply learning in context, show progress against your role responsibilities and demonstrate the value you are creating for your organisation.

CORE TECHNOLOGY PLATFORMS



KBPro Digital Ecosystem

A connected experience for learners, clients and performance

KBPro brings learning and client insight together in one intelligent environment. By integrating the Learner Experience Platform and Client Experience Platform, it connects development and performance seamlessly. Learners, managers and clients stay aligned through real-time visibility, shared insight and a consistent, fully brandable experience that supports progress, accountability and measurable impact.



Learning that Fits Your World and Drives Real Progress

Our Learning Experience Platform (LXP) is designed to enable busy professionals to learn when they can, where they can, offering bite-sized modules, real-time feedback and time to reflect. It blends theoretical knowledge with work-based projects, helping learners build confidence and apply knowledge at work. The result is a personalised, intuitive experience that turns everyday learning into lasting progress.



Clarity and Insight to Track, Support and Maximise Impact

The Client Experience Platform (CXP) gives clients and line managers a clear, real-time view of each learner's journey. No chasing, no guesswork. With smart insights, progress tracking and performance dashboards, it brings people together around learner success, making collaboration easier and impact for your organisation more visible, all while keeping things refreshingly simple.



Our Learners Say

“The programme equipped me with valuable knowledge, practical skills, and behaviours that I now apply confidently in my role. I’ve developed a more strategic approach to problem-solving, strengthened my communication skills, and gained greater confidence and clarity.”

—**Samuel Nichols**, Brook Street Social Care/Manpower Group

“The workshops boosted both my knowledge and confidence, helping me explore different perspectives and apply learning in practice. I became more confident in communicating with my team and handling challenges more effectively.”

— **Kylie Denson**, ADM Milling

4.7 Rated **Excellent** by our Learners
★ **REVIEWS**.io



Rated **4★ Excellent** Gov.uk provider
by Employers and Apprentices



treeapp
5700+ m² Land Reforested

 **KnowledgeBrief®**

Let's talk

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