



Level 2 NVQ Certificate in Team Leading

The ILM Level 2 NVQ Certificate in Team Leading has been designed for team leaders who have some personal autonomy and responsibility, and who collaborate with others to deliver work. The NVQ gives learners the opportunity to develop the core competences needed by team leaders in today's dynamic business world. Learners take three mandatory units focusing on managing personal development, working relationships with colleagues and communicating information and knowledge. They then choose from a diverse range of optional units to complete the qualification, tailoring their learning to meet their individual and organisational needs.

Qualification Overview	
ILM Level 2 NVQ Certificate in Team Leading	
Credit value*	Minimum 17 credits
Guided learning	Minimum 72 hours, maximum 97 hours
Structure	<ul style="list-style-type: none"> ➤ Induction - one hour ➤ Tutorial support - at least one hour ➤ Three mandatory units from Group A with a credit value of 10 ➤ Optional units from Group B with a credit value of 5
Assessment	ILM NVQs are assessed using evidence from the workplace. This could include observation, professional discussion, questioning/interviews/witness testimony, physical products of work (such as plans, reports, correspondence etc) or other methods allowed within the QCF. Please note simulation is not allowed.
Entry requirements	<p>There are no formal entry requirements however, learners:</p> <ul style="list-style-type: none"> ➤ will undertake an initial assessment to determine the appropriate NVQ level and optional units ➤ should normally be employed in a team leading role to gather evidence from the workplace for assessment ➤ who are not currently in employment may be able to join the qualification if they are able to gather evidence of recent first line management experience in a paid or voluntary capacity from within a period of three years of registration.
Duration	Completion within three years

Overview of Units		
Level	Mandatory Group A	CV*
2	Manage personal development	4
2	Develop working relationships with colleagues	3
2	Communicate information and knowledge	3
Optional Group B		
3	Set objectives and provide support for team members	5
3	Plan, allocate and monitor work of a team	5
Optional Group C		
3	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	4
3	Support team members in identifying, developing and implementing new ideas	4
3	Manage conflict in a team	3
3	Lead and manage meetings	4
2	Participate in meetings	2
3	Make effective decisions	3
3	Manage knowledge in own area of responsibility	3
3	Procure supplies	2
3	Manage customer service in own area of responsibility	4



Level 2 Certificate in Team Leading

The Certificate builds and broadens the skills and knowledge gained in the Award (please note candidates may join the Certificate directly and are not required to undertake the Award as a prerequisite). Here, practical techniques in motivating teams, plus planning and monitoring their work are explored within the additional mandatory units of this larger qualification.

Qualification Overview	
Level 2 Certificate in Team Leading	
Credit value*	Minimum 13 credits
Guided learning	Minimum 65 hours
Duration	Completion within two years
Structure	<ul style="list-style-type: none"> ➤ Induction - two hours ➤ Tutorial support - at least two hours ➤ Three mandatory units with a combined credit value of 4 ➤ Selected optional units with a minimum total credit value of 9
Assessment - mandatory units	<ul style="list-style-type: none"> ➤ Reflective review, plus ➤ Mini-project
Assessment - optional units (Certificate only)	Depending on the units selected, a choice of: work-based assignments, reflective reviews, knowledge reviews; oral presentations, role-play/scenarios, written reports or centre-devised alternatives.
Entry requirements	There are no formal entry requirements but participants will normally be either practising or aspiring first line managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme.

Overview of Units			
Ref	Unit Title	CV*	Mandatory
M2.01	Developing yourself as a team leader	1	A C
M2.02	Motivating the work team to perform	1	C
M2.03	Planning and monitoring work	2	C
M2.04	Developing the work team	1	
M2.05	Induction and coaching in the workplace	2	
M2.06	Leading the work team lawfully	1	
M2.07	Fulfilling customer requirements	2	
M2.08	Providing quality to customers	1	
M2.09	Using information to solve problems	1	
M2.10	Dealing with change in the workplace	2	
M2.11	Maintaining a healthy and safe work environment	2	
M2.12	Diversity in the workplace	1	
M2.13	Using resources efficiently in the workplace	1	
M2.14	Communicating with people outside the work team	1	
M2.15	Briefing the work team	1	
M2.16	Workplace communication	1	
M2.17	Workplace information systems	1	
M2.18	Business improvement techniques	2	
M2.19	Leading your work team	2	
M2.20	Managing yourself	1	
M2.21	Enterprise awareness	3	
M2.22	Dealing with customers lawfully	1	

Contacts Team Leading & Management Staff

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ilm Team Leading

Level 2 Apprenticeship Framework

NVQ Level 2
A National Vocational Qualification enhances work performance

Functional Skills
English
Mathematics

Certificate in Team Leading

What are NVQ's?

To study for a National Vocational Qualification is to learn relevant workplace skills. They range from basic work activities at level 1 to senior management at level 5. Most Apprentices work towards Level 2 or 3. NVQs meet standards set by national, employer-led organisations. Beneast Apprentices typically spend one day a week in study, either in their place of work or at one of our training centres. The emphasis is on gaining practical skills and abilities.

What are Technical Certificates?

Technical Certificates are additional qualifications which match specific aspects of the job to boost an Apprentice's knowledge and understanding. These are nationally recognised qualifications linked to your industry needs.

How is it Delivered?

The qualification is delivered as part of the Apprenticeship Programme. The awarding body is the Institute of Leadership and Management (ILM) Group workshops are delivered either in the workplace or training centre to enhance knowledge and understanding and as assignments are completed they are linked to each unit. All work is integrated with the NVQ and Functional Skills.

What are Functional Skills?

Functional Skills are the everyday abilities all employers need from their staff. Apprentices who need help with essentials like Literacy, Numeracy and ICT will be given specialist, one-to-one coaching by Beneast to help them gain these skills. These developed skills are tested via an online test, undertaken at a Beneast Training Centre or in the workplace.

Assessment

The NVQ is achieved by gathering a portfolio of evidence, using a variety of assessment methods either paper-based or via an electronic portfolio - or a combination of both.

