

**LEVEL 2 NVQ CERTIFICATE IN TEAM LEADING**

*‘Successful organisations recognise the importance of a skilled and experienced workforce. Offering staff the opportunity to gain qualifications can aid development and provide recognition of competence.’*

**AIM OF PROGRAMME:**

All qualifications have been restructured and are now based around the Qualifications Credit Framework (OCF) which allows the planning to be undertaken around your individual or business needs. Learning and related experience can then be recognised by accrediting against OCF units, or clusters of units, which can, over time build into an Award, Certificate or Diploma.

The Level 2 NVQ Certificate in Team Leading is aimed at individuals who have responsibility for the work of others, as they lead a team. It is suitable for those who are entering a management role, or who have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example, providing leadership for a team, encouraging innovation, allocating and checking work. This qualification recognises the skills and competences of learners in the workplace and provides individuals with the opportunity to demonstrate the competences needed for a career as a team leader. The units encompass a broad range of competencies from the management and leadership sector:

PROGRAMME FOR FULL QUALIFICATION (17 CREDITS)		
Mandatory Units:	Selection from Optional Units:	
<ul style="list-style-type: none"> <li>➤ Manage personal development</li> <li>➤ Develop working relationships with colleagues</li> <li>➤ Communicate information and knowledge</li> </ul>	<ul style="list-style-type: none"> <li>➤ Plan, allocate and monitor work of a team</li> <li>➤ Manage conflict in a team</li> <li>➤ Lead and manage meetings</li> <li>➤ Participate in meetings</li> </ul>	<ul style="list-style-type: none"> <li>➤ Make effective decisions</li> <li>➤ Manage knowledge in own area of responsibility</li> <li>➤ Manage customer service in own area of responsibility</li> </ul>

This qualification forms part of a suite of Team Leading and Management NVQs at Levels 2, 3, 5 and 7. Individuals who achieve this qualification will have the opportunity to progress to the Levels 3, 5 and 7 NVQs in Management.

**ENTRY REQUIREMENTS:**

- None although all your relevant prior learning will be considered towards this qualification.

**RESOURCES PROVIDED:**

- Password protected, internet-based e-portfolio account to collect your work/evidence
- Dedicated Assessor to guide you through your qualification
- Internet-based e-learning modules to support your knowledge-based learning

**TRAINING:**

- Initial induction day
- Planning your qualification in relation to your experience, learning style and place of work
- One-to-one assessment visits in your workplace

**PROGRAMME DETAILS:**

- 2 intakes per year, usually April and October. Learners usually take between 6 to 9 months to complete their qualifications.

**For further details contact: The Qualifications Team**



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*“Excellent practice seen today - committed professional staff, an excellent recording system and well presented evidence”*  
**OCR External Verifier**

