

ILM LEVEL 2 NVQ CERTIFICATE IN TEAM LEADING



**FUNDING/
Co-funding
AVAILABLE**

The new **ILM level 2 Certificate in Team Leading** has been designed for team leaders who have some of their own responsibility and work within a group to deliver work.

The Award aims to build on core competences based around interpersonal skills. To develop managing resources, motivating team members and their performance to achieve set targets and goals.

Programme details

To achieve the **level 2 Certificate**, Candidates must complete all **3 units from the Mandatory unit group A** with a **credit value of 10**, then select **one unit from optional unit group B with a credit value of 5** and then **one unit from group C with a minimum of credit value of 2**. A **minimum credit value of 17** must be met to gain full accreditation.

Mandatory Units

Manage personal development
Develop working relationships with colleagues
Communicate information and knowledge

The optional units are in two groups and cover setting objectives, supporting team and planning, allocating and monitoring work. Then supporting equality, diversity, managing conflict, meetings. Decision making and managing customer service. Increasing knowledge, procuring supplies.

The optional units are a diverse range to be able to tailor the learning of individual and the organisation needs

Assessment

Each learner is assigned an assessor who is responsible for:

- support and encouraging candidates;
- draw up assessment plans with candidates;
- prepare candidates for assessment;
- provide equal opportunities for assessment.
- Provide email, telephone support and monthly meetings

Entry requirements

There are no formal entry requirements however Candidates should normally be employed in a team leading role to be able to gather evidence for workplace assessment. Candidates who are not currently employed may be able to apply if they are able to gather sufficient recent team leading experience from a paid or voluntary capacity from within a 3 year period of registration.

How long will it take

Depending on experience most participants complete within 6-9 months.

Progression

Candidates may progress to a higher level in QCF NVQ either in management or another appropriate area provided their position allows them to show the competences of that level.

ILM Certificate can provide the beginning of knowledge, skills and understanding to progress to a higher level when the opportunity arises.

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