

tlc

TRAINING LEARNING CARING

COURSE INFORMATION



REFLECT Level 2 Award and Certificate in Team Leading

"We are most effective as a team when we compliment each other without embarrassment and disagree without fear."

Unknown



Institute of
Leadership &
Management
Centre

The ILM Level 2 qualifications in Team Leading are specially designed to give practising or aspiring team leaders a solid foundation in their formal development as a leader.

The Award: The Award is a concise qualification designed to give learners a basic knowledge of the various roles, functions and responsibilities of a team leader and the limits of their authority and accountability. The mandatory unit in ‘Developing yourself as a team leader’ is a good starting point for team/cell leaders who are new to their roles or for aspiring leaders who wish to gain a solid understanding of the principles and practicalities of 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.

Flexibility: all learners are able to choose from a diverse range of optional units to build their qualification - either an Award or a Certificate (see the tables below and overleaf). This high level of flexibility allows individuals or their employers to custom build a qualification focusing on the key areas of team leading that are most relevant to their specific roles, industry or organisation. From exploring induction and coaching in the workplace, to dealing with customers lawfully, the ILM Team Leading qualifications can be fully tailored to meet the varying needs of candidates across all employment sectors.

Qualification Overview:		
	Level 2 Award	Level 2 Certificate
Notional Credit Value	<ul style="list-style-type: none"> Min 3 credits 	<ul style="list-style-type: none"> Min 13 credits
Guided Learning Hours	<ul style="list-style-type: none"> Min 22 hours 	<ul style="list-style-type: none"> Min 65 hours
Duration	<ul style="list-style-type: none"> 6 Months 	<ul style="list-style-type: none"> 12 Months
Structure	<ul style="list-style-type: none"> Induction - one hour Tutorial support - at least one hour One mandatory unit with a credit value of 1 Selected optional unit(s) with a minimum total credit value of 2 	<ul style="list-style-type: none"> Induction - two hours Tutorial support - at least two hours Three mandatory units with a 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 	<ul style="list-style-type: none"> Reflective review, plus Mini-project
Assessment - optional units	Depending on the units selected, a choice of: reflective reviews, oral briefings, case studies, short answer questions, work-based assignments or centre-devised alternatives	
Entry Requirements	There are no formal entry requirements, but participants will normally be either practising or aspiring team leaders with the opportunity to meet the assessment demands, and have a background that will enable them to benefit from the programme	

Training Learning Caring: 69 High Street, Stetchworth, Suffolk, CB8 9TH Telephone: 01638 507179

E-mail: info@traininglearningcaring.co.uk Web: www.traininglearningcaring.co.uk



Institute of Leadership & Management Centre



Council for Awards in Children's Care and Education Cache Centre



INVESTORS IN PEOPLE | Gold



Health & Wellbeing Award



Overview of Units:

Ref	Unit Title	NCV*	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	

* Credit value Candidates must complete the associated mandatory units for their qualification, marked A = Award and C = Certificate, then choose from the remaining units to make up the required minimum credit value - check with us for further advice.

Depending on the county in which your setting is based, you may be able to access funding for part or all of the cost of the Certificate.

Accreditation: Institute of Leadership and Management Level 2 in Team Leading

Training Learning Caring: 69 High Street, Stetchworth, Suffolk, CB8 9TH Telephone: 01638 507179

E-mail: info@traininglearningcaring.co.uk Web: www.traininglearningcaring.co.uk



Institute of
Leadership &
Management
Centre



Council for Awards
in Children's Care
and Education
Cache Centre



INVESTORS
IN PEOPLE | Gold



Health &
Wellbeing
Award

