

Team Leading Level 2

The aim of this qualification is to contribute to the skills, knowledge and overall performance of Management and Leadership. Its purpose is to provide insight into the principles and processes of management and leadership and to aid career progression.

This QCF certificate is designed for those who are entering a management role, or who wish to gain a qualification that formally recognises their skills or those who lead a team and are responsible for its performance.

The qualifications consist of units, each of which has a credit value. In order to achieve the qualification at a particular level, learners must achieve units whose total credit value equals or exceeds that required for that level. Candidates may wish to just complete individual units, accumulate credit and not claim for a specific qualification. A detailed description of the credit values and how they are applied is provided in the qualification structures on the following pages.

Certificate in Team Leading Level 2

To achieve the Level 2 Certificate in Team Leading the candidate will need to complete units to gain a minimum of 17 credits. The credit total is made up from:

- 10 credits must be completed from mandatory units
- 7 credits must be completed from optional units
- Application of Number L1, Communication L2 & Technical Certificate L2



Qualifications
& Credit
Framework

Unit Titles	Credit Values
Mandatory Units	
Manage personal development	4
Develop working relationships with colleagues	3
Communicate information and knowledge	3
Optional Units	
Set objectives and provide support for team members	5
Plan, allocate and monitor work of a team	5
Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	4
Support team members in identifying, developing and implementing new ideas	4
Manage conflict in a team	3
Lead and manage meetings	4
Participate in meetings	2
Make effective decisions	3
Manage knowledge on own area of responsibility	4
Procure supplies	2
Manage customer services in own area of responsibility	4