



Team Leading – Level 2

Apprenticeship Learning Programme

Organisation Responsible: Management Standards Centre (MSC)

Apprenticeship framework requirements:

<p>NVQ: Awarding Body: Institute of Leadership and Management (ILM)</p>	Team Leading Level 2
<p>VRQ: Awarding Body: Institute of Leadership and Management (ILM)</p>	Level 2 Award in Team Leading
<p>Key Skills Awarding body: City & Guilds</p>	Application of Number Level 1 Communication Level 2
<p>MSC Employment Responsibilities and Rights:</p>	ERR is covered in the induction.

Certification: On completion of the above programme the Learner will receive a nationally recognised Certificate for each of the above disciplines.

Apprenticeship:

Apprenticeships are learning frameworks operating in all parts of the UK, that make use of the national occupational standards for management and leadership and the qualifications that are based on them.

These learning frameworks are developed and designed in partnership with employers to ensure that they deliver the skills that are relevant and necessary in the workplace.

There is a real need to encourage young people to progress through the management qualifications to address the future skills needs of organisations within the UK. The Team Leading Apprenticeship and Management Advanced Apprenticeship should go some way towards addressing those present and future skill needs, providing excellent progression routes through a variety of work based and off the job training, and with a plethora of further and higher education options, such as foundation degrees and degree courses.

NVQ:

National Vocational Qualifications (NVQ's) are qualifications that reflect the skills, knowledge and understanding of individuals 'specific areas of work' – in this case Team Leading. They are expressed in terms of competences and are assessed in the workplace.



The NVQ builds and broadens the skills and knowledge gained in the Award. Here, practical techniques in motivating teams, plus planning and monitoring their work are explored within the additional mandatory units of this larger qualification.

To achieve the NVQ you will complete the 4 mandatory units and select, with the help of your assessor, two optional units from the five optional units which normally relate to job activity.

Mandatory Units

- A1 - Manage your own resources
- B5 - Provide leadership for your team
- D1 - Provide productive working relationships with colleagues
- E5 - Ensure your own actions reduce the risks to health and safety

Optional Units

- C1 - Encourage innovation in your team
- D5 - Allocate and check work in your team
- D7 - Provide learning opportunities for colleagues
- F5 - Resolve customer service problems
- F7 - Support customer service improvements

VRQ

The VRQ/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.

To achieve the VRQ you will complete the mandatory unit and select, with the help of your assessor, optional units to the value of 2 Credit Values (CVs).

Mandatory Units

- M2.01 - Developing yourself as a Team Leader (1CV)

Optional Units

There are 21 optional units to choose from, including:

- M2.02 - Motivating the work team to perform (1CV)
- M2.03 - Planning and monitoring work (2CV)
- M2.04 - Developing the work team (1CV)
- M2.05 - Induction and coaching in the workplace (2CV)
- M2.08 - Providing quality to customers (1CV)
- M2.13 - Using resources efficiently in the workplace (1CV)
- M2.15 - Briefing the work team (1CV)
- M2.16 - Workplace communication (1CV)
- M2.21 - Enterprise awareness (3CV)
- M2.22 - Dealing with customers lawfully (1CV)

Key Skills:

Mandatory

Application of Number Level 1
Communication Level 2

Optional (not required for the framework but will give additional certificates)

Working with Others Level 2
Improving own Learning and Performance Level 2
Problem Solving Level 2

