

Qualification Factsheet - Level 2 Team Leading

This qualification is designed for practising or aspiring team leaders who are responsible for the activities and performance of others in achieving company objectives.

Award

Our Level 2 Award in Team Leading lets you develop your knowledge of the roles and responsibilities of a team leader by focusing on specific skills areas.

Certificate

A more extensive qualification, our Level 2 Certificate in Team Leading gives you a broader knowledge of team leading skills while focusing on the specific leadership areas appropriate to you and your workplace.

Diploma

With a more comprehensive structure, our Level 2 Diploma in Team Leading gives you all the key skills and competencies you'll need to become an effective team leader.

"I'd never have thought that a management development course could have so much personal and professional impact on someone my age. It has been a fantastic starting point for me and I'm looking forward to the next level."
Jessica Tichener
VT Group plc

| CMI Code | Title | Qualification Reference Number |
|-----------------|---|---------------------------------------|
| 2A1 | CMI Level 2 Award in Team Leading (QCF) | 500/4207/5 |
| 2C1 | CMI Level 2 Certificate in Team Leading (QCF) | 500/4205/1 |
| 2D1 | CMI Level 2 Diploma in Team Leading (QCF) | 500/4208/7 |

Accreditation dates

These qualifications are accredited from 1st September 2008, which is their operational start date in Centres. The accreditation ends on 31st December 2013, and the final date for certification is 31st December 2016.

Qualification Summary

These qualifications are designed for team leaders, to support the development of their skills in leading a team, making sure that the team's work achieves organisational objectives, and contributing to planning, problem solving and decision making.

These qualifications can be offered to learners from age 14. CMI does not specify entry requirements for these qualifications, but Centres are required to ensure that learners admitted to the programme have sufficient capability at the right level to undertake the learning and assessment.

The qualification is offered in the medium of the English Language. The qualification can be offered by Centres in languages other than English – Centres wishing to do this should refer to the relevant section of the CMI Centre Code of Practice for guidance.

Progressions

The qualifications provide opportunities for progression to other qualifications at the same or higher levels, which could also be work-based or more academically structured. The qualifications also support learners in meeting the requirements for work and/or employment within all areas of management and leadership at this level.

Rules of Combination

Units and rules of combination for Level 2 Award and Certificate

| Units | | Credits | GLH |
|-----------|---------------------------------------|---------|-----|
| Unit 2001 | Personal development as a team leader | 6 | 20 |
| Unit 2002 | Team communications | 5 | 20 |
| Unit 2003 | Team performance | 5 | 20 |
| Unit 2004 | Controlling resources | 6 | 20 |
| Unit 2005 | Building work relationships | 5 | 15 |
| Unit 2006 | Team development | 6 | 20 |
| Unit 2007 | Providing customer service | 5 | 15 |
| Unit 2008 | Being a team leader | 5 | 25 |
| Unit 2009 | Introduction to Team Leading | 6 | 25 |
| Unit 2010 | Corporate Social Responsibility | 5 | 20 |

Award – Learners need to complete any combination of units to a minimum of 5 credits to achieve the qualification. Range of guided learning hours: 15 - 25

Certificate - Learners need to complete any combination of units to a minimum of 15 credits to achieve the qualification. Range of guided learning hours: 50 - 65

Units and rules of combination for Level 2 Diploma

| Units | | Credits | GLH |
|----------------|---------------------------------------|---------|-----|
| Group A | | | |
| Unit 2001 | Personal development as a team leader | 6 | 20 |
| Unit 2002 | Team communications | 5 | 20 |
| Unit 2004 | Controlling resources | 6 | 20 |
| Unit 2005 | Building work relationships | 5 | 15 |
| Unit 2006 | Team development | 6 | 20 |
| Unit 2007 | Providing customer service | 5 | 15 |
| Group B | | | |
| Unit 2003 | Team performance | 5 | 20 |
| Unit 2008 | Being a team leader | 5 | 25 |
| Unit 2009 | Introduction to Team Leading | 6 | 25 |
| Unit 2010 | Corporate Social Responsibility | 5 | 20 |

Diploma – Learners need to complete all core units (Group A) and one optional unit (Group B) to a total of at least 38 credits to achieve the qualification. Range of guided learning hours: 130-135