

INSTITUTE OF LEADERSHIP AND MANAGEMENT

LEVEL 2 TEAM LEADING QUALIFICATIONS



On successful completion of either of the 2 programmes in Team Leading outlined below, delegates will receive an Institute of Leadership and Management Award or Certificate. These are nationally-recognised qualifications and link into the NVQ framework.

AIMS AND OBJECTIVES

The ILM Level 2 Award in Team Leading aims to give practising or potential team and cell leaders the foundation for their formal development in this role. The qualification does this by developing basic team leading skills and assisting participants in gaining the basic knowledge required at this level.

The ILM Level 2 Certificate in Team Leading aims to give practising or potential team leaders the foundation for their formal development in this role. The qualification does this by developing a wide range of team leading skills and assisting participants in gaining the comprehensive knowledge required by a team leader. This qualification builds on the ILM Level 2 Award in Team Leading and broadens the skills and knowledge in a flexible and practical way. Candidates are not required to undertake the Award as a pre-requisite and may join Certificate programmes directly.

QUALIFICATION OVERVIEW

	Award	Certificate
Notional credit value	<ul style="list-style-type: none"> • Minimum 3 credits 	<ul style="list-style-type: none"> • Minimum 13 credits
To be completed within	<ul style="list-style-type: none"> • One year 	<ul style="list-style-type: none"> • Two years
Induction	<ul style="list-style-type: none"> • One hour 	<ul style="list-style-type: none"> • 2 hours
Tutorial support	<ul style="list-style-type: none"> • At least one hour 	<ul style="list-style-type: none"> • At least 2 hours
Structure	<ul style="list-style-type: none"> • 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"> • Three mandatory units with a combined 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"> • Mini-project
Assessment: Optional units	<ul style="list-style-type: none"> • Reflective Reviews, or • Oral Briefings, or • Case Studies, or • Short Answer Questions or • Work-based Assignments 	<ul style="list-style-type: none"> • Reflective Reviews, or • Oral Briefings, or • Case Studies, or • Short Answer Questions or • Work-based Assignments

See below for further details

LIST OF LEVEL 2 TEAM LEADING UNITS

M = Mandatory unit

Glh = Guided learning hours

Ref	Unit Title	Glh Mid pt	Glh range	Notional Credit Value	Award	Certificate
M2.01	Developing yourself as a team leader	6	5 - 7	1	M	M
M2.02	Motivating the work team to perform	6	5 - 7	1		M
M2.03	Planning and monitoring work	8	7 - 9	2		M
M2.04	Developing the work team	6	5 - 7	1		
M2.05	Induction and coaching in the workplace	8	7 - 9	2		
M2.06	Leading the work team lawfully	6	5 - 7	1		
M2.07	Fulfilling customer requirements	9	8 - 10	2		
M2.08	Providing quality to customers	6	5 - 7	1		
M2.09	Using information to solve problems	5	4 - 6	1		
M2.10	Dealing with change in the workplace	8	7 - 9	2		
M2.11	Maintaining a healthy and safe work environment	9	8 - 10	2		
M2.12	Diversity in the workplace	6	5 - 7	1		
M2.13	Using resources efficiently in the workplace	7	6 - 8	1		
M2.14	Communicating with people outside the work team	6	5 - 7	1		
M2.15	Briefing the work team	6	5 - 7	1		
M2.16	Workplace communication	5	4 - 6	1		
M2.17	Workplace information systems	6	5 - 7	1		
M2.18	Business improvement techniques	12	11 - 13	2		
M2.19	Leading your work team	8	7 - 9	2		
M2.20	Managing yourself	5	4 - 6	1		
M2.21	Enterprise awareness	24	21 - 27	3		
M2.22	Dealing with customers lawfully	4	3 - 5	1		

Typical Award Programme (We recommend delivery on 1 day per week over a 4-week period) Please contact us for an outline of a typical certificate programme.			
Week	Date & time 9.15 – 4.30	Unit	Assignment
1	Monday 4 Feb	Induction: We tell you all about the programme M2.01 Developing Yourself as a Team Leader	
2	Monday 11 Feb	AM: M2.01 Developing Yourself as a Team Leader PM: M2.02 Motivating the Work Team to Perform	M2.01 Reflective Review Handed out
3	Monday 18 Feb	AM M2.16: Workplace Communication PM M2.16: Workplace Communication	M2.16 Reflective Review Handed out
4	Monday 25 Feb	AM: M2.02 Motivating the Work Team to Perform Review of the Programme	M2.02 Reflective Review Handed out

M2.01, M2.02, M2.16 Reflective Reviews: Handed in on dates as agreed