

| ACCREDITED |

TEAM LEADING



This qualification is a Vocationally Related Qualification (VRQ) that is aimed at new or aspiring team leaders to support the development of knowledge and skills in leading a team.

The qualification is accredited on to the Qualifications and Credit Framework (QCF) and is regulated by Ofqual in England, Wales and Northern Ireland.

Upon successful completion of this qualification, you will have achieved 15 QCF credits.

It is expected that you will undertake 50-70 hours of guided learning, which could include teacher supervised or directed study time, over a maximum of three years.

This qualification is not part of an apprenticeship framework.

WHAT DOES THE QUALIFICATION COVER?

By undertaking this qualification, you will be developing your skills in leading a team, achieving team and organisation objectives, and contributing to planning, problem solving and decision making.

You will be required to complete a minimum of three units, totalling a minimum of 15 credits, and these units cover skills including responsibilities for team welfare, communication with your team, developing motivational techniques for performance, planning and implementing. Units in this qualification include:

- Personal Development as a Team Leader
- Communicating with a Team
- Monitoring Team Performance
- Controlling Resources
- Building Work Relationships
- Developing Team Needs
- Providing Customer Service
- Being a Team Leader
- Introduction to Team Leading
- Understanding Corporate Social Responsibility





WHO CAN TAKE THIS QUALIFICATION?

This qualification is suitable for learners from age 14, who are new to, or aspiring to the role of team leader.

There are no specific entry requirements for this qualification, but as a learner you will ideally be working within an organisation or role where you can demonstrate skills and apply knowledge. Alternatively, you could draw on previous experience within an organisation or use an organisation you are familiar with.

WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification is supported by employers, who agree that it provides skills and knowledge for individuals entering the management sector in roles including, but not limited to:

- Team Leader
- Supervisor
- Floor Leader
- Team Coordinator
- Help Desk Manager
- Trainee Supervisor

After completion of this qualification, you can also continue your learning and progress on to the following qualifications:

- Intermediate Level Apprenticeship
- CMI Level 3 Qualifications in First Line Management (QCF)
- CMI Level 3 Qualifications

You may also wish to progress on to a similar qualification with another Awarding Organisation.

There is no other qualification offered by CMI that is directly equivalent.

The qualification is part of a suite of Team Leading qualifications, with a smaller and larger option available:

- CMI Level 2 Award in Team Leading (QCF) - 601/0498/3 - lets you develop your knowledge of the roles and responsibilities of a team leader by focusing on specific skill areas.
- CMI Level 2 Diploma in Team Leading (QCF) - 601/0500/8 - gives you all the key skills and competencies you'll need to become an effective team leader by undertaking six mandatory units covering: personal development, communicating with a team, controlling resources, building working relationships, developing team needs, and providing customer service.

The CMI Level 2 Certificate in Team Leading (QCF) gives you a broader knowledge of team leading skills while focusing on the specific leadership areas appropriate to you and your workplace.

WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by Employers including GSM Graphic Arts, Serco, Barnsley Metropolitan Borough Council, Hanover Housing and GSM Valtech Ltd for the job roles specified above.

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Chartered Management Institute (CMI) is a professional body – and the only chartered body - for management and leadership. Once registered for this qualification, you will automatically become a Studying Member, and upon completion will be eligible to become an Affiliate Member. There are no formal agreements for entry on to a Higher Education programme or course.



FURTHER READING

<https://www.managers.org.uk/education-providers/qualification-resource-library/level-2-in-team-leading>

