

## Business

Course Name - Level 2 NVQ Certificate in Team Leading

Course Code - BBMP1238XA

### Duration, day and time of the course:

This qualification is delivered by your assessor on a 1:1 basis in your work place. Meetings take place every 3 - 4 weeks and learners are required to complete work in between meetings. The course takes approximately 6 - 9 months to complete.

### Entry requirements:

Candidates must be employed leading a team or working in a supervisory role

### What qualifications will I get?

Level 2 NVQ Certificate in Team Leading

### Course description:

The Team Leading certificate provides candidates with a high quality, nationally recognised qualification. It is a vocationally-related and provides valuable opportunities for individuals to develop skills, gain knowledge and demonstrate competence in the workplace.

The certificate is designed for practicing team leaders or supervisors to help them develop the skills and competencies they need to be effective in their roles.

### Units/topics covered:

The course is made up of the following mandatory units:

- Managing personal development
- Communicating information and knowledge
- Developing working relationships with colleagues

A selection of the following optional units must also be completed:

- Setting objectives and providing support for team members
- Planning, allocating and monitoring the work of a team
- Leading and managing meetings
- Making effective decisions
- Managing knowledge in own area of responsibility

**Type of assessment:**

This qualification is competence based and is linked to the candidate's ability to perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

**Where can it lead?**

Accreditation towards further qualifications and improved skills and knowledge which could lead to promotion. Learners can also progress onto a Level 3 Management Certificate.

**Course fee:**

Cost on application

**What to do next:**

For advice & guidance or to arrange an interview please call **Employer Services: 01737 788316**

**Disclaimer:**

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

