

NVQ Certificate in Team Leading

The Level 2 NVQ Certificate in Team Leading promotes excellence and recognises essential skills for team leaders and supervisors.

It is based on recognised occupational standards and is jointly certificated by Best Practice and Edexcel – the leading Awarding Body for vocational qualifications.

- Course duration: 3 – 6 months
- Assessed through observation, discussion, testimony, workplace evidence and written worksheets
- Supported by e.learning and optional in-company workshops

To achieve the NVQ, candidates must achieve a total of 17 credits. Candidates must complete *three* mandatory units and *one* optional unit from each optional group.

Level 2

| |
|--|
| Mandatory units |
| ■ Managing personal development (4) |
| ■ Develop working relationships with colleagues (3) |
| ■ Communicate information and knowledge (3) |
| Optional units – Group B |
| ■ Set objectives and provide support for team members (5) |
| ■ Plan, allocate and monitor work of a team (5) |
| Optional units – Group C |
| ■ Participate in meetings (2) |
| ■ Manage or support equality of opportunity, diversity and inclusion in own area of responsibility (4) |
| ■ Support team members to identify, develop and implement new ideas (4) |
| ■ Manage conflict in a team (3) |
| ■ Lead and manage meetings (3) |
| ■ Make effective decisions (3) |
| ■ Manage knowledge in own area of responsibility (4) |
| ■ Procure supplies (2) |
| ■ Manage customer service in own area of responsibility (4) |

Highlights

- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors

Progression

Candidates may progress to a range of Level 3 qualifications including a Level 3 NVQ Certificate in Management.