

Team Leading NVQ

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

This NVQ may represent the first step in an individual's formal development in leading or supervising others.

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 complete a total of *six* units. Candidates must complete *four* mandatory units and *two* optional units.

Level 2

Mandatory units
■ Manage your own resources
■ Provide leadership in your team
■ Develop productive working relationships with colleagues
■ Ensure your own actions reduce risks to health and safety
Optional units
■ Encourage innovation in your team
■ Allocate and check work in your team
■ Provide learning opportunities for colleagues
■ Resolve customer service problems
■ Support customer service improvements

Highlights

- Based on recognised occupational standards
- Develops knowledge and practical skills
- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors

Apprenticeships

To complete a government funded apprenticeship programme, candidates will also need to undertake an additional Technical Certificate and a short Key Skills project (*exemptions may apply*).

Progression

Candidates may progress to a range of Level 3 qualifications including an NVQ Level 3 in Management, Customer Service or Business and Administration.