



## Introducing the qualification

The ILM Level 2 NVQ Certificate in Team Leading has been designed for team leaders who have some personal autonomy and responsibility, and who collaborate with others to deliver work. The NVQ gives learners the opportunity to develop the core competences needed by team leaders in today's dynamic business world.

All of ILM's new NVQs are part of the Qualifications and Credit Framework (QCF), applicable in England, Wales and Northern Ireland, providing successful learners with transferable unit credit.

Learners take three mandatory units focusing on managing personal development, working relationships with colleagues and communicating information and knowledge. They then choose from a diverse range of optional units to complete the qualification, tailoring their learning to meet their individual and organisational needs.

## Qualification overview

ILM Level 2 NVQ Certificate in Team Leading 500/9723/4	
<b>Credit value</b>	<ul style="list-style-type: none"> <li>Minimum 17</li> </ul>
<b>Guided learning hours</b>	Minimum 72 hours, maximum 97 hours
<b>Structure</b>	<ul style="list-style-type: none"> <li>Induction – one hour</li> <li>Tutorial support – at least one hour</li> <li>Three mandatory units from Group A with a credit value of 10</li> <li>One optional unit from Group B with a credit value of 5</li> <li>One optional unit from Group C with a credit value of 2</li> </ul>
<b>Assessment</b>	ILM NVQs are assessed using evidence from the workplace. This could include observation, professional discussion, questioning/interviews/witness testimony, physical products of work (such as plans, reports, correspondence etc) or other methods allowed within the QCF. Please note simulation is not allowed.
<b>Entry requirements</b>	<p>There are no formal entry requirements however learners:</p> <ul style="list-style-type: none"> <li>will undertake an initial assessment to determine the appropriate NVQ level and optional units</li> <li>should normally be employed in a team leading role to gather evidence from the workplace for assessment</li> <li>who are not currently in employment may be able to join the qualification if they are able to gather evidence of recent team leading experience in a paid or voluntary capacity from within a period of three years of registration.</li> </ul>
<b>Duration</b>	Completion within three years



# ILM LEVEL 2 NVQ CERTIFICATE IN TEAM LEADING

## Overview of units

Level	Unit title	CV*
<b>Mandatory Group A</b>		
2	Manage personal development	4
2	Develop working relationships with colleagues	3
2	Communicate information and knowledge	3
<b>Optional Group B</b>		
3	Set objectives and provide support for team members	5
3	Plan, allocate and monitor work of a team	5
<b>Optional Group C</b>		
3	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	4
3	Support team members in identifying, developing and implementing new ideas	4
3	Manage conflict in a team	3
3	Lead and manage meetings	4
2	Participate in meetings	2
3	Make effective decisions	3
3	Manage knowledge in own area of responsibility	4
3	Procure supplies	2
3	Manage customer service in own area of responsibility	4

\* Credit value. To gain the qualification learners must complete all the units in Group A plus a selection of optional units from Group B and Group C. Please see the structure section overleaf for details.

## Learning resources

There is a range of materials available to support ILM qualifications, for full details browse online at [www.i-l-m.com/shop](http://www.i-l-m.com/shop).

The following are suitable for the ILM Level 2 NVQ Certificate in Team Leading:

- *Building Success 2*, published by ILM in partnership with QMD. This is a single CD resource covering all the team leading units. Containing case studies, exercises and knowledge tests, Building Success 2 helps to develop learner knowledge at a pace to suit the individual
- *Leading Teams* by David Pardey. This book has been endorsed by leadership guru John Adair and is a highly recommended study aid

## ILM membership

All learners gain free studying membership of ILM for one year. Designed to help learners get the most from their course and advance their management career, studying membership gives access to a wide range of development materials and services. Learners activate their ILM studying membership online at [www.i-l-m.com/activate](http://www.i-l-m.com/activate) and can upgrade any time to professional membership – gaining an additional range of membership services and the use of post nominal letters (eg AInstLM).

## Contact ILM [www.i-l-m.com](http://www.i-l-m.com)

The ILM Qualification and Membership teams are dedicated to providing the very best in customer care. If you need guidance on any aspect of leadership and management development, whether at an individual or organisational level, contact ILM.

For information on any aspect of ILM qualifications and learning resources contact **01543 266867** or email **customer@i-l-m.com**

For information on ILM membership contact **01543 266886** or email **membership@i-l-m.com**

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