

Foundation Apprenticeship in Team Leading Level 2

This programme is intended for individuals who have a responsibility for the work of others. It is suitable for people who are entering management, or who have the ability and the opportunity to demonstrate recognisable leadership skills, for example, providing leadership for your team, encouraging innovation, allocating and checking work.

This is a nationally designed training programme that develops management skills through a combination of work-based learning, classroom training and assignments. This blended approach maximises the learning potential and organisational value while maintaining a flexible and dynamic structure for managers.

On completion of this apprenticeship you will achieve the following:

- Foundation Apprenticeship in Team Leading
- OCR Level 2 NVQ Certificate in Team Leading
- ILM Level 2 Certificate in Team Leading
- Essential Skills Wales - Application of Number Level 1, Communication Level 1 and ICT level 1

Competence Component OCR Level 2 NVQ Certificate in Team Leading

To achieve a Level 2 NVQ Certificate in Team Leading, you will complete a minimum of 5 units where at least one is required from each group of Optional units:

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|--------------|---|--|
| course units | <p>Group One - Mandatory Units</p> <p>A1 Manage personal development</p> <p>D1 Develop working relationships with colleagues</p> <p>E11 Communicate information and knowledge</p> | <p>Group Three - Optional Units</p> <p>B11 Manage or support the equality of opportunity, diversity and inclusion in own area of responsibility</p> <p>C1 Support team members to identify, develop and implement new ideas</p> <p>D10 Manage conflict in a team</p> <p>D11 Lead and manage meetings</p> <p>D12 Participate in meetings</p> <p>E10 Make effective decisions</p> <p>E12 Manage knowledge in own area of responsibility</p> <p>E15 Procure supplies</p> <p>F17 Manage customer service in own area of Responsibility</p> |
| | <p>Group Two - Optional Units</p> <p>D5 Plan and allocate and monitor the work of a team</p> <p>B5 Set objectives and provide support for team members</p> | |

Course Delivery:

An Assessor will visit the candidate at their workplace, at least once a month for a minimum of one hour. Targets will be agreed for you to complete between each assessment visit.

Knowledge Component ILM Level 2 Certificate in Team Leading

This component is delivered by an approved tutor over 2 training workshops and a series of workplace coaching sessions over a number of pre-agreed dates. The qualification is assessed via work-based-assignments and short answer question based papers.

Subjects include:

Day 1 Business Improvement Techniques / Change

- Understanding the roles, functions and responsibilities of a team leader
- Know how to seek, accept and respond positively to feedback on personal performance
- Understanding stress & its causes

Day 2 Solving Problems, Decision Making & Briefing the Team

- Problem analysis
- Gathering and interpreting information to solve a problem
- Planning & implementing solutions
- Brief the team effectively

Workbased Assignments

M2.18 Dealing with Change

M2.10 Business Improvement Techniques

M2.09 Problem Solving

M2.15 Briefing the Team

These assignments range from 500 to 1000 words.

Short Answer Questions

M2.01 Develop Yourself as a Team Leader

M2.20 Manage Yourself

M2.19 Leading Your Team at Work

M2.03 Planning and Monitoring Work

M2.03 Motivating your Work Team

Essential Skills Wales

There are three areas which you will complete through a combination of work-based assessments and assignments:

- Application of Number Level 1
- Communication Level 1
- ICT level 1

Recommended Time on Framework

The recommended time to complete the Foundation Apprenticeship framework is 15 months.