

Foundation Modern Apprenticeship in Team Leading Level 2

This qualification is aimed at individuals who are in a supervisory or team leading role. They will hold a position in the company which includes planning and leading the work of others.

On completion of the framework the candidate will receive the following qualifications:

- Institute of Leadership and Management Level 2 Award in Team Leading
- OCR Level 2 NVQ in Team Leading
- Team Leading Foundation Modern Apprenticeship
- Key Skills - Application of Number Level 1 and Communication Level 2

OCR National Vocational Qualification Level 2 in Team Leading

course units

Mandatory Units (4)

- Manage your own resources
- Ensure your actions reduce risk to health and safety
- Develop productive working relationships with colleagues
- Provide leadership for your team

Optional Units (2)

- Encourage innovation in your team
- Allocate and check work in your team
- Provide learning opportunities for colleagues
- Help team members address problems affecting their performance
- Resolve customer service problem
- Support customer service improvements
- Participate in meetings

Technical Certificate: ILM Level 2 Award in Team Leading

This qualification covers 3 units and is delivered over 2.5 training days.

Candidates will also be required to complete 3 reflective reviews to demonstrate application in the workplace.

workshop outlines

Introduction and developing yourself (Day 1)

- Programme overview
- The role of a team leader
- Identify limits of authority and accountability
- Performance feedback techniques
- Improving own performance

Lead your team at work (Day 2)

- The difference between Leadership & Management
- Identifying leadership styles
- Developing self-managed teams
- Empowerment and job enrichment

Motivate your team (Day 3 1/2 Day Session)

- Identify performance requirements
- Address under-performance within the team
- Use inter-personal skills effectively
- Motivate effectively
- Basic problem solving and decision making
- Planning and implementing solutions

This qualification will be delivered either at t2 Head Office, St Mellons or at the client's premises depending on the number of candidates.

Key Skills

course units

Key Skills are a range of essential skills that are critical to succeed in the workplace today. There are two Key Skill areas (Communications and Application of Number) which participants complete through a combination of work-based assessments and assignments.

Mandatory Units

- Application of Number (Level 1)
- Communication (Level 2)

Delivery

Key Skills will be completed during the assessor visits.

Recommended Time on Framework:

The recommended time to complete the Modern Apprenticeship is approximately 18 months.