



# ILM LEVEL 2 QUALIFICATIONS IN TEAM LEADING



ILM/L2QITL/0707

## Introducing the qualifications

The ILM Level 2 Award in Team Leading and ILM Level 2 Certificate in Team Leading are qualifications specially designed to give practising or aspiring team leaders a solid foundation in their formal development as a leader.

**The Award** is a concise qualification designed to give learners a basic knowledge of the various roles, functions and responsibilities of a team leader and the limits of their authority and accountability. The mandatory unit in 'Developing yourself as a team leader' is a good starting point for team/cell leaders who are new to their roles or for aspiring leaders who wish to gain a solid understanding of the principles and practicalities of team leading.

**The Certificate** builds and broadens the skills and knowledge gained in the Award (please note candidates may join the Certificate directly and are not required to undertake the Award as a prerequisite). Here, practical techniques in motivating teams, plus planning and monitoring their work are explored within the additional mandatory units of this larger qualification.

**Flexibility** – all learners are able to choose from a diverse range of optional units to build their qualification – either an Award or a Certificate (see the tables below and overleaf). This high level of flexibility allows individuals or their employers to custom build a qualification focusing on the key areas of team leading that are most relevant to their specific roles, industry or organisation. From exploring induction and coaching in the workplace, to dealing with customers lawfully, the ILM Team Leading qualifications can be fully tailored to meet the varying needs of candidates across all employment sectors.

## Qualifications overview

	<b>Level 2 Award in Team Leading</b>	<b>Level 2 Certificate in Team Leading</b>
<b>Notional credit value*</b>	<ul style="list-style-type: none"> <li>• Minimum 3 credits</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 13 credits</li> </ul>
<b>Guided learning</b>	<ul style="list-style-type: none"> <li>• Minimum 22 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 65 hours</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>• Completion within one year</li> </ul>	<ul style="list-style-type: none"> <li>• Completion within two years</li> </ul>
<b>Structure</b>	<ul style="list-style-type: none"> <li>• Induction – one hour</li> <li>• Tutorial support – at least one hour</li> <li>• One mandatory unit with a credit value of 1</li> <li>• Selected optional unit(s) with a minimum total credit value of 2</li> </ul>	<ul style="list-style-type: none"> <li>• Induction – two hours</li> <li>• Tutorial support – at least two hours</li> <li>• Three mandatory units with a credit value of 4</li> <li>• Selected optional units with a minimum total credit value of 9</li> </ul>
<b>Assessment – mandatory units</b>	<ul style="list-style-type: none"> <li>• Reflective review</li> </ul>	<ul style="list-style-type: none"> <li>• Mini-project</li> </ul>
<b>Assessment – optional units</b>	Depending on the units selected, a choice of: reflective reviews, oral briefings, case studies, short answer questions, work-based assignments or centre-devised alternatives	
<b>Entry requirements</b>	There are no formal entry requirements, but participants will normally be either practising or aspiring team leaders with the opportunity to meet the assessment demands, and have a background that will enable them to benefit from the programme	

\* All references to credit ratings refer to an ILM notional credit rating, pending the introduction of the English Qualification and Credit Framework which will ratify/revise these ratings. One credit is equivalent to a nominal ten hours of learning time



# ILM LEVEL 2 QUALIFICATIONS IN TEAM LEADING



## Overview of units

Ref	Unit title	NCV*	Mandatory
-----	------------	------	-----------

--	--	--	--

--	--	--	--