



# Team Leading NVQ Level 2



## Course Content

This is a **6** unit qualification consisting of **4** mandatory and **2** optional units, which candidates can choose from a group. All **6** units must be completed in order to achieve the full qualification although single unit accreditation is also available.



## Mandatory Units

- Manage your own resources
- Provide leadership for 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
- Help team members address problems affecting their performance
- Participate in meetings
- Resolve customer service problems
- Support customer service improvements

## Why do this course?

The course assesses your knowledge and understanding of key management activities giving you an opportunity to develop your

performance in your role to become more effective and to progress your career. On completion of this course you will receive a nationally recognised qualification that proves you have attained a national level of job competence.

## How do I know if this course is suitable for me?

The NVQ Level 2 in Team Leading is designed for team leaders who are primarily concerned with motivating their team members and achieving agreed output with limited authority for deploying resources. Your assessor will look at your job role to establish whether this qualification is suitable for you, making recommendations to which units will be most appropriate for you to do.

## Delivery

The delivery of the qualification could be via workshops, face to face on the school's premises or a combination of the two methods. This will depend upon your location and how many candidates there are in the surrounding area. STAR will inform candidates of the delivery method prior to the course starting. We will aim to meet your requirements





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wherever possible. In all cases you will be assigned an assessor who will be available via phone and email. You will also receive a unique username and password which allows you to gain access from our website to an e-portal named 2Develop containing support material and training needs analysis questionnaires specifically for your qualification. The portal also provides you with an electronic continuous professional development portfolio that allows you to keep track of all your records, achievements and development needs in one flexible document. Your assessor will show you how to use this resource.

## Course Duration

An average time of completion is between 9-12 months for this course.

## To Apply

Please contact a member of our team on 01904 612 231 or return the enclosed fax back form.



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