Level 2 NVQ Certificate in Team Leading.(QCF)

To achieve the Level 2 Apprenticeship in Team Leading, learners must achieve a **minimum of thirty credits**.

1. **Ten** credits must be completed from Group A: Mandatory Units.
2. A **minimum** of **Five** credits from Group C: Optional units.
3. A **minimum** of **Two** credits from Group D: Optional units.
4. And **Thirteen** from the L2 Certificate in Team Leading Principles.
5. Together with Key or Functional Skills in English, Maths & I.T. at Level 1

All units are assessed by portfolio.

Group A: Mandatory Units (10 credits required)

Unit Code	Unit Title	Level	Unit Credit
F/600/9469	Manage personal development.	2	4
H/600/9660	Develop working relationships with colleagues.	2	3
H/600/9724	Communicate information and knowledge.	2	3

Group C: Optional Units. (minimum 7 credits)

Unit Code	Unit Title	Level	Unit Credit
M/600/9600	Set objectives and provide support for team members.	3	5
Y/600/9669	Plan, allocate and monitor work of team.	3	5

Group D: Optional Units. (minimum 5 credits)

Unit Code	Unit Title	Level	Unit Credit
M/600/9628	Manage or support equality of opportunity, diversity & inclusion in own area of responsibility.	3	4
L/600/9636	Support team members in identifying, developing & implementing new ideas	3	4
R/600/9685	Manage conflict in a team	3	3
Y/600/9686	Lead and manage meetings	3	4
H/600/9688	Participate in meetings	2	2
F/600/9715	Make effective decisions	3	3
T/600/9730	Manage knowledge in own area of responsibility.	3	4
L/600/9734	Procure supplies.	3	2
D/600/9804	Manage customer service in own area of responsibility	3	4

Level 2 Certificate in Team Leading Principles (13 Credits) 3 Mandatory Units.

Unit Code	Unit Title	Level	Unit Credit
T/602/1294	Communicating Information and Knowledge in the workplace.	2	3
A/602/1295	Team Leading Responsibilities.	2	5
F/602/1282	Managing yourself and providing direction to your team.	2	5

	Key / Functional skills		
	Maths	1	
	English	1	
	I.T.	1	

Neighbour Trainings