

Qualification Information

Team Leading



May 2011

Apprenticeships Explained

The purpose of this section is to explain and provide a clear understanding of the components that make up the apprenticeship for Team Leading.

Description of Apprenticeship Framework

The Framework specifies the main components set by the awarding body which include:

- NVQ Level 2
- Technical Certificate Level 2
- Functional Skills/Key Skills Level 1 Maths
- Functional Skills/Key Skills Level 2 English

Team Leading Learner Journey

There is one route within this qualification at level 2

Team Leading Learner Journey NVQ Level 2

The Team Leading NVQ is based upon Mandatory (M) and Optional (O) units which can be chosen depending upon the learners ability (usually determined by the position held and responsibilities) to prove competence within the area. It also enables employers to choose areas which they wish to focus on improving competence.

A minimum of 17 credits is required to achieve the Level 2 in Team Leading. 10 credits from 3 mandatory units, a further 5 credits must be achieved by completing a minimum of 1 unit from group B, and 2 credits from 1 unit in group C.

Group A: Mandatory Units

Level	Unit Title	Credits
2	- Manage personal development	4
2	- Develop working relationships with colleagues	3
2	- Communicate information and knowledge	3

Group B: Optional Units

Level	Unit Title	Credits
3	- Set objectives and provide support for team members	5
3	- Plan, allocate and monitor work of a team	5

Group C: Optional Units

Level	Unit Title	Credits
3	- Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	4
3	- Support team members in identifying, developing and implementing new ideas	4
3	- Manage conflict in a team	3
3	- Lead and manage meetings	3
2	- Participate in meetings	2
3	- Make effective decisions	3
3	- Manage knowledge in own area of responsibility	4
3	- Procure supplies	2
3	- Manage customer service in own area of responsibility	4

Technical Certificate for Team Leading

The Technical Certificate in Team Leading is a parallel qualification which provides the knowledge requirements for the apprenticeship. Each unit has a set of guided learning hours to achieve. There will be practical assessments, written assessments and online examinations to determine knowledge retention.

Functional Skills / Key Skills

Functional skills / Key skills are designed to complement the apprenticeship and allow the learner to carry out essential tasks effectively in Maths and English. These are delivered at level 1 in Maths and level 2 in English.

Delivery Model

The Technical Certificate, Functional Skills and the NVQ is delivered and assessed in the workplace by an experienced Remit Trainer / Assessor who will carry out the observations and give one to one training and coaching to encourage progression.

All visits will be arranged in advance with the appropriate manager or supervisor to ensure that the visit is convenient, any policies and procedures for on-site visits are followed and observation opportunities to gain evidence will be maximised whilst the assessor is at the employer's premises.

Timescales

The apprenticeship at level 2 will take 12 months to complete.

For employers requiring further information on this or any other Remit training course please contact 0115 9759550

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