



# Team Leading

## NVQ Level 2

### Course Overview

Team Leaders need to have a wide range of skills in order to help them manage their teams effectively. They need to be competent in leading people, inspiring people to perform to the best of their ability and in motivating people to succeed. The Team Leading NVQ will help Team Leaders to manage resources, provide leadership, develop productive working relationships and ensure actions reduce risks to health and safety. Team leading can enable individuals to develop career opportunities within any sector or industry and organisations that invest in leadership development benefit from improved performance from their managers.

Team Leading NVQ Level 2 is an accredited NVQ and can be completed in an intensive period. This training is available for those who are currently working in a role where they are practising team leadership.

### Course Content

Candidates would be required to complete four mandatory units and two optional units in order to achieve the full qualification.

#### *Mandatory units*

- Managing yourself
- Productive relationships
- Team leadership
- Health and safety

#### *Recommended Optional units*

- Allocating teamwork
- Resolving customer service problems

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## Training & Assessment:

Training will consist of workshops run half a day per week in the morning or evening for 6 weeks and will include 5 on-site assessments within the workplace for 2 hours each. A tutor and assessor will be assigned for the length of the course.

## Further assessment will include:

- In-class written assignments where you will demonstrate knowledge and understanding
- Observations in your work place where you demonstrate understanding and competency
- A set of Team Leading simulation projects where you will be set a defined number of tasks to complete. Ideally these should be based on experience from your work place
- Professional discussions (a recorded audio session)
- Simulations within the classroom and within a realistic working environment.

## Entry Requirements:

- Candidates will be selected on successful completion of an interview, assessment and screening
- Candidates will need to have at least a level 1 in literacy due to the volume of written work in this qualification
- Candidates should be employed in a role where they are practising team leadership either within an organisation or as a volunteer for an agreed amount of hours per week. Your employer or voluntary organisation needs to approve and sign your application for the course.

## Enrolment:

To enrol, candidates are required to attend a recruitment day for interview, assessment and screening.

## Interested?

If you'd like to find out more or enrol please call 020 8439 8937 or email [employers@racc.ac.uk](mailto:employers@racc.ac.uk) to speak to one of our Skills for Business Team members.

## Fees:

Based upon eligibility of the candidate and subject to initial assessment and screening.

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