



## NVQ Level 2 Certificate in Team Leading

### Target Audience & Prerequisites

This qualification is suitable for candidates working in or about to begin a supervisory role and who wish to have their essential competencies recognised by a national qualification. Candidates seeking a career in management and wish to develop their leadership skills would be suited to this programme.

### Course Outline

Learners need to complete all mandatory units totalling 10 credits. In addition, learners will be required to achieve a minimum of 5 credits from Optional Unit Group 1 and a minimum of 2 credits from Optional Unit Group 2. Achievement of this qualification therefore constitutes a total of 17 credits under the new qualifications and curriculum framework (QCF).

#### Mandatory

CU855	Manage personal development	4 credits
CU856	Develop working relationships with colleagues	3 credits
CU857	Communicate information and knowledge	3 credits

#### Optional Group 1

CU761	Set objectives and provide support for team members	5 credits
CU858	Plan, allocate and monitor work of a team	5 credits

#### Optional Group 2

CU859	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	4 credits
CU860	Support team members in identifying, developing and implementing new ideas	4 credits
CU861	Manage conflict in a team	3 credits
CU862	Lead and manage meetings	4 credits
CU863	Participate in meetings	2 credits
CU864	Make effective decisions	3 credits
CU865	Manage knowledge in own area of responsibility	4 credits
CU866	Procure supplies	2 credits
CU867	Manage customer service in own area of responsibility	4 credits

### Accreditation & Reward

Following successful completion, candidates will be awarded a certificate approved by the awarding body with the opportunity for a formal presentation at the Textile Centre of Excellence's Awards Ceremony. Opportunities for further progression are available and might include:

- Level 3 Award in First Line Management

<b>Course Delivery:</b>	Assessed in the workplace by qualified assessors
<b>Venue:</b>	At the employer's premises
<b>Duration:</b>	Up to 9 months, typically between 6-8 months
<b>Course Dates:</b>	Candidates can begin this NVQ at any point in the calendar year.
<b>Contact:</b>	Martin Jenkins or a member of the Training & Learning Team



INVESTOR IN PEOPLE



Tel: (01484) 346500

Fax: (01484) 346501

Email: [martinjenkins@textile-training.com](mailto:martinjenkins@textile-training.com)

Web: [www.textilehouse.co.uk](http://www.textilehouse.co.uk)

Huddersfield & District Textile Training Co Ltd, subsidiary Huddersfield Textile Training Ltd  
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