

## EDI Level 2 NVQ Certificate in Team Leading

The aim of this qualification is to contribute to the skills, knowledge and overall performance of Management and Leadership. Its purpose is to provide insight into the principles and processes of Management and Leadership and to aid career progression.

This QCF Certificate is designed for those who are entering a management role, or who wish to gain a qualification that formally recognises their skills or those who lead a team and are responsible for its performance.

This qualification is perfect for you if you work in the following roles; Supervisor/Team Leader.

If this qualification is taken as part of an Apprenticeship it will also include; Level 2 Certificate in Team Leading Principles, Functional Skills English Level 2 and Maths Level 1.

### Your framework details

#### The framework comprises:

To achieve the full qualification candidates must attain a **minimum of 17 credits**.

- Candidates need to complete all mandatory units to a total of 10 credits
- A minimum of 5 credits must come from the optional units in group B
- A minimum of 2 credits must come from the optional units in group C

The unit headings are:

#### Mandatory Units - Group A

- Manage personal development (4 credits)
- Develop working relationships with colleagues (3 credits)
- Communicate information and knowledge (3 credits)

#### Optional Units - Group B

- Set objectives and provide support for team members (5 credits)
- Plan, allocate and monitor work of a team (5 credits)

#### Optional Units - Group C

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

# Unit Guide

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Visit: [www.protocol-skills.co.uk](http://www.protocol-skills.co.uk)

Unit/L2TL/Eng/Jul10

## Resources Available

### Ask ELLE (Electronic Learning Library Experience)

Ask ELLE is a unique learning resource site and can be accessed at any time via the Protocol Skills website. Simply go to [www.protocol-skills.co.uk](http://www.protocol-skills.co.uk) and select Ask ELLE. You will be asked for your user name and password (you will be given these details by your Training Assessor). You will be introduced to Ask ELLE on your induction but if you have any questions – just ask!

### Entry requirements

Eligibility criteria apply, please contact us for more information.

### How long will it take?

There are no fixed periods for completion, however depending on experience most participants complete within 12 months.

### For more information...

If you would like advice on other work-based learning programmes, methods of delivery and eligibility for funding please contact us to talk to a Protocol Skills advisor.

Call us on 0845 071 9011, email us at [info@protocol-skills.co.uk](mailto:info@protocol-skills.co.uk) or visit [www.protocol-skills.co.uk](http://www.protocol-skills.co.uk)

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