



ILM LEVEL 2 QUALIFICATIONS IN TEAM LEADING



ILM/L2QITL/0508

Introducing the qualifications

The ILM Level 2 Award in Team Leading and ILM Level 2 Certificate in Team Leading are qualifications specially designed to give practising or aspiring team leaders a solid foundation in their formal development as a leader.

The Award is a concise qualification designed to give learners a basic knowledge of the various roles, functions and responsibilities of a team leader and the limits of their authority and accountability. The mandatory unit in 'Developing yourself as a team leader' is a good starting point for team/cell leaders who are new to their roles or for aspiring leaders who wish to gain a solid understanding of the principles and practicalities of team leading.

The Certificate builds and broadens the skills and knowledge gained in the Award (please note candidates may join the Certificate directly and are not required to undertake the Award as a prerequisite). Here, practical techniques in motivating teams, plus planning and monitoring their work are explored within the additional mandatory units of this larger qualification.

Flexibility – all learners are able to choose from a diverse range of optional units to build their qualification – either an Award or a Certificate (see the tables below and overleaf). This high level of flexibility allows individuals or their employers to custom build a qualification focusing on the key areas of team leading that are most relevant to their specific roles, industry or organisation. From exploring induction and coaching in the workplace, to dealing with customers lawfully, the ILM Team Leading qualifications can be fully tailored to meet the varying needs of candidates across all employment sectors.

Qualifications overview

	Level 2 Award in Team Leading	Level 2 Certificate in Team Leading
Credit value	<ul style="list-style-type: none"> Minimum 3 credits 	<ul style="list-style-type: none"> Minimum 13 credits
Guided learning	<ul style="list-style-type: none"> Minimum 22 hours 	<ul style="list-style-type: none"> Minimum 65 hours
Duration	<ul style="list-style-type: none"> Completion within one year 	<ul style="list-style-type: none"> Completion within two years
Structure	<ul style="list-style-type: none"> Induction – one hour Tutorial support – at least one hour One mandatory unit with a credit value of 1 Selected optional unit(s) with a minimum total credit value of 2 	<ul style="list-style-type: none"> Induction – two hours Tutorial support – at least two hours Three mandatory units with a credit value of 4 Selected optional units with a minimum total credit value of 9
Assessment – mandatory units	<ul style="list-style-type: none"> Reflective review 	<ul style="list-style-type: none"> Reflective review, plus Mini-project
Assessment – optional units	Depending on the units selected, a choice of: reflective reviews, oral briefings, case studies, short answer questions, work-based assignments or centre-devised alternatives	
Entry requirements	There are no formal entry requirements, but participants will normally be either practising or aspiring team leaders with the opportunity to meet the assessment demands, and have a background that will enable them to benefit from the programme	

Please note these ILM Vocationally Related Qualifications (VRQs) are part of the Qualifications and Credit Framework (QCF), applicable in England, Wales and Northern Ireland, providing successful candidates with transferable qualification credit.



ILM LEVEL 2 QUALIFICATIONS IN TEAM LEADING

Overview of units

Ref	Unit title	CV*	Mandatory
M2.01	Developing yourself as a team leader	1	A C
M2.02	Motivating the work team to perform	1	C
M2.03	Planning and monitoring work	2	C
M2.04	Developing the work team	1	
M2.05	Induction and coaching in the workplace	2	
M2.06	Leading the work team lawfully	1	
M2.07	Fulfilling customer requirements	2	
M2.08	Providing quality to customers	1	
M2.09	Using information to solve problems	1	
M2.10	Dealing with change in the workplace	2	
M2.11	Maintaining a healthy and safe work environment	2	
M2.12	Diversity in the workplace	1	
M2.13	Using resources efficiently in the workplace	1	
M2.14	Communicating with people outside the work team	1	
M2.15	Briefing the work team	1	
M2.16	Workplace communication	1	
M2.17	Workplace information systems	1	
M2.18	Business improvement techniques	2	
M2.19	Leading your work team	2	
M2.20	Managing yourself	1	
M2.21	Enterprise awareness	3	
M2.22	Dealing with customers lawfully	1	

* Credit value

Candidates must complete the associated mandatory units for their qualification, marked A = Award and C = Certificate, then choose from the remaining units to make up the required minimum credit value – check with your centre for further advice.

Learning resources

ILM offers learning providers a range of support materials for the ILM Level 2 Team Leading qualifications:

- **Building Success.** A flexible training resource comprising 115 half-hour sessions which cover all the Level 2 Team Leading units in a 'license to print' format on CD
- **Leading Teams** by David Pardey. This publication has been endorsed by leadership guru John Adair and is a highly recommended study aid for the Level 2 Team Leading qualifications
- **Unit assessments.** A range of ready-to-use assessments, complete with mark sheets, covering units and clusters of units
- **Videos.** Choose from 'Teams that Work' and 'Vision for Change'. Both videos feature real case studies, not actors, and are supplied with full support materials

ILM membership

All learners gain free studying membership of ILM for one year. Designed to help candidates get the most from their course and advance their management career, studying membership gives access to a wide range of specialist support and development materials and services. Once registered, candidates can activate their ILM studying membership online at www.i-l-m.com/activate. At any time candidates can upgrade to become a full ILM professional member – giving an additional range of membership services and the use of post nominal letters (e.g. AInstLM).

Contact ILM www.i-l-m.com

The ILM Qualification and Membership teams are dedicated to providing the very best in customer care. If you need guidance on any aspect of leadership and management development, whether at an individual or organisational level, contact ILM.

For information on any aspect of ILM qualifications and learning resources contact **01543 266867** or e-mail **customer@i-l-m.com**

For information on ILM membership contact **01543 266886** or e-mail **membership@i-l-m.com**

Customer Services

Stowe House
Netherstowe
Lichfield
Staffordshire
WS13 6TJ
T 01543 266867
F 01543 266893