

**ILM SCQF Level 5****Award and Certificate in Leadership and Team Skills****Who are these qualifications for?**

The Award or Certificate in Leadership and Team Skills is ideal for practicing team leaders, helping them become more effective and confident in their role. They also support new or aspiring team leaders – helping them make the transition from working in a team to leading a team.

**Benefits for individuals**

- Learn core leadership and management skills
- Put these skills into practice in your workplace
- Improve your team's performance
- Get a nationally recognised qualification.

**Benefits for employers**

- Motivated and competent team leaders
- Increased productivity
- Customise this qualification to suit organisational and individual needs
- Workplace-based assessment ensures new skills are effectively transferred to the job.

The units in this qualification cover a wide range of skills, knowledge and understanding. These include units that focus on communication, working with people, providing direction and leadership, and getting results – from problem-solving to planning and monitoring workloads.

**Progression**

Successful learners can progress to a range of qualifications including the ILM SCQF Level 6 Award or Certificate in Leadership and Management.

## Qualification overview

Qualification title	Credit value	Total qualification time	Structure
<b>SCQF Level 5 Award in Leadership and Team Skills</b>	Minimum 3 credits Maximum 12 credits	30 hours	<ul style="list-style-type: none"> <li>● One hour induction</li> <li>● At least two hours tutorial support</li> <li>● Minimum of 3 credits from Group 1*</li> </ul>
<b>SCQF Level 5 Certificate in Leadership and Team Skills</b>	Minimum 13 credits Maximum 36 credits	130 hours	<ul style="list-style-type: none"> <li>● One hour induction</li> <li>● At least two hours tutorial support</li> <li>● Choice of optional units from Groups 1 and 2, where Group 1 contains Level 2 units and Group 2 contains units at Level 3*</li> <li>● Maximum of 6 credits from Group 2</li> </ul>

\*Refer to table below for unit details

## Rules of combination

### Award

- Minimum 3 credits, maximum 12 credits
- All units must be taken from Group 1

### Certificate

- Minimum 13 credits, maximum 36 credits
- Choice of units from Groups 1 and 2
- Maximum of 6 credits from Group 2

## Overview of units

### Group 1

Reference	Unit title	SCQF Level	CV*	GLH**
8814-550	Developing Yourself as a Team Leader	5	1	6
8814-551	Improving Performance of the Work Team	5	1	6
8814-552	Planning and Monitoring Work	5	2	8
8814-553	Developing the Work Team	5	1	6
8814-554	Induction and Coaching in the Workplace	5	2	8
8814-555	Meeting Customer Needs	5	2	6
8814-556	Working Within Organisational and Legal Guidelines	5	1	6
8814-557	Providing Quality to Customers	5	1	6
8814-558	Using Information to Solve Problems	5	1	5
8814-559	Understanding Change in the Workplace	5	2	8
8814-560	Maintaining a Healthy and Safe Working Environment	5	1	8
8814-561	Diversity in the Workplace	5	1	6
8814-562	Using Resources Effectively and Efficiently in the Workplace	5	1	7
8814-563	Communicating With People Outside the Work Team	5	1	6
8814-564	Briefing the Work Team	5	1	6
8814-565	Workplace Communication	5	1	5
8814-566	Workplace Records and Information Systems	5	1	5
8814-567	Business Improvement Techniques	5	2	10
8814-568	Leading Your Work Team	5	2	6
8814-569	Managing Yourself	5	1	4
8814-570	Enterprise Awareness	5	3	18
8814-571	Working with Customers Legally	5	1	5
8814-572	Setting Team Objectives in the Workplace	5	2	6
8814-573	Gathering, Interpreting and Utilising Data in the Workplace	5	1	3

**Group 1 continued**

Reference	Unit title	SCQF Level	CV*	GLH**
8814-574	Methods of Communicating in the Workplace	5	1	3
8814-575	Satisfying Customer Requirements	5	1	3
8814-576	Understanding Effective Team Working	5	1	3
8814-577	Building an Awareness of Waste Management	5	2	9
8814-579	Understanding Sales in the Workplace	5	2	7
8814-580	Understanding the Implications of Working in an Enterprise	5	3	6

\*Credit value \*\*Guided learning hours

**Group 2**

Reference	Unit title	SCQF Level	CV*	GLH**
8814-600	Solving Problems and Making Decisions	6	2	9
8814-601	Understanding Innovation and Change in an Organisation	6	2	9
8814-607	Giving Briefings and Making Presentations	6	2	4
8814-608	Understanding Leadership	6	2	6
8814-612	Understanding Conflict Management in the Workplace	6	1	4
8814-613	Understanding Stress Management in the Workplace	6	1	7
8814-614	Understanding Discipline in the Workplace	6	1	5
8814-616	Understanding the Induction of New Staff in the Workplace	6	1	3
8814-617	Understanding Training and Coaching in the Workplace	6	2	7
8814-620	Managing Workplace Projects	6	2	7
8814-622	Understand the Organisation and its Context	6	2	7
8814-627	Understanding Negotiation and Networking in the Workplace	6	1	6
8814-637	Understanding Security Measures in the Workplace	6	2	7
8814-639	Understanding Good Practice in Workplace Coaching	6	3	9
8814-640	Undertaking Coaching in the Workplace	6	4	6

\*Credit value \*\*Guided learning hours

**Contact ILM**

The ILM Customer Service Team is 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.

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ILM is a City & Guilds Group Business. City & Guilds Limited (Registered Company 16513878) is the Awarding Organisation for ILM qualifications.

**Learning resources**

There is a range of materials available to support ILM qualifications through our online portal, Walled Garden, and the ILM website. Contact us to find out more.

**Institute of Leadership & Management membership**

All ILM learners receive a minimum of 12 months membership of the Institute of Leadership & Management, bringing access to a wealth of resources to support their leadership development.

**Our ethos**

Our qualifications combine innovative design with a strong focus on workplace performance. We believe this delivers well-rounded managers with a proven ability to perform to the required standards.