



ILM SCQF Level 5

Certificate in Team Leading

Who is this qualification for?

This qualification is designed for new and aspiring team leaders. It gives an in-depth introduction to the role and responsibilities of a team leader.

Benefits for individuals

- The core skills to lead a team successfully
- Motivation techniques to get the best from people
- The confidence to tackle difficult issues, like underperformance
- Tools to develop as a leader.

Benefits for employers

- Team leaders equipped with the skills they need to perform
- Staff who are competent to manage people and relationships
- Better communication and collaboration in teams
- Incentivise your staff to develop their potential.

The qualification consists of three mandatory units covering the core skills needed to lead a team. Learners look at how to plan, allocate and monitor work; plus gain tools and techniques to develop as a leader and get the most from their team. Then learners complete the Certificate with optional units which cover everything from communication skills to business improvement techniques.

Progression

Successful learners may 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
ILM SCQF Level 5 Certificate in Team Leading	Minimum 15 credits and maximum of 36 credits	150 hours	<ul style="list-style-type: none"> ● At least one hour induction ● Minimum two hours tutorial support ● Minimum of 4 credits from Group 1 ● Minimum 11 credits from Groups 2 and/or 3 ● No more than 7 credits from Group 3

*Refer to table below for unit details

Rules of combination

- Minimum 4 credits from Group 1
- Minimum of 11 credits from Groups 2 and/or 3
- No more than 7 credits from Group 3.

Overview of units

Group 1

Reference	Unit title	Level	CV*	GLH**
8822-550	Developing Yourself as a Team Leader	5	1	6
8822-551	Improving Performance of the Work Team	5	1	6
8822-552	Planning and Monitoring Work	5	2	8

*Credit value **Guided learning hours

Group 2

Reference	Unit title	Level	CV*	GLH**
8822-559	Understanding Change in the Workplace	5	2	8
8822-553	Developing the Work Team	5	1	6
8822-568	Leading Your Work Team	5	2	6
8822-560	Maintaining a Healthy and Safe Working Environment	5	1	8
8822-563	Communicating with People Outside the Work Team	5	1	6
8822-554	Induction and Coaching in the Workplace	5	2	8
8822-569	Managing Yourself	5	1	4
8822-561	Diversity in the Workplace	5	1	6
8822-564	Briefing the Work Team	5	1	6
8822-575	Satisfying Customer Requirements	5	1	3
8822-570	Enterprise Awareness	5	3	18
8822-574	Methods of Communicating in the Workplace	5	1	3
8822-562	Using Resources Effectively and Efficiently in the Workplace	5	1	7
8822-565	Workplace Communication	5	1	5
8822-576	Understanding Effective Team Working	5	1	3
8822-557	Providing Quality to Customers	5	1	6
8822-571	Working with Customers Legally	5	1	5
8822-566	Workplace Records and Information Systems	5	1	5
8822-577	Building an Awareness of Waste Management	5	2	9
8822-558	Using Information to Solve Problems	5	1	5
8822-573	Gathering, Interpreting and Utilising Data in the Workplace	5	1	3
8822-567	Business Improvement Techniques	5	2	10
8822-580	Understanding the Implications of Working in an Enterprise	5	3	6
8822-579	Understanding Sales in the Workplace	5	2	7
8822-556	Working Within Organisational and Legal Guidelines	5	1	6
8822-555	Meeting Customer Needs	5	2	6
8822-572	Setting Team Objectives in the Workplace	5	2	6

*Credit value **Guided learning hours

Group 3

Reference	Unit title	Level	CV*	GLH**
8822-600	Solving Problems and Making Decisions	6	2	9
8822-601	Understanding Innovation and Change in an Organisation	6	2	9
8822-607	Giving Briefings and Making Presentations	6	2	4
8822-608	Understanding Leadership	6	2	6
8822-612	Understanding Conflict Management in the Workplace	6	1	4
8822-613	Understanding Stress Management in the Workplace	6	1	7
8822-614	Understanding Discipline in the Workplace	6	1	5
8822-616	Understanding the Induction of New Staff in the Workplace	6	1	3
8822-617	Understanding Training and Coaching in the Workplace	6	2	7
8822-620	Managing Workplace Projects	6	2	7
8822-622	Understand the Organisation and its Context	6	2	7
8822-627	Understanding Negotiation and Networking in the Workplace	6	1	6
8822-637	Understanding Security Measures in the Workplace	6	2	7
8822-639	Understanding Good Practice in Workplace Coaching	6	3	9
8822-680	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.