



# Global Training Centre

## 101, Lockhurst Lane, Coventry, CV6 5SF

Course Name	<b>Level 2 Certificate in Principles of Team Leading</b>
Qualification achieved	TQUK Level 2 Certificate in Principles of Team Leading (RQF) 603/2997/X

<b>Course Structure</b>
<p>This course is completed as a distance learning qualification by:</p> <ul style="list-style-type: none"><li>• Individual research at home under the guidance of your personal assessor</li><li>• Telephone assessment appointments to discuss your evidence and/or submitting written evidence to your assessor</li></ul> <p>There is no direct observation of you in practice to achieve this qualification There are no exams required to achieve the qualification</p>
<b>Course Duration</b>
<p>This course can be completed in as little as 8-13 weeks. Average learning time is 170 hours. This course has a limit of 6 months to complete from enrolment date.</p>
<b>Costs</b>
<p>This course is non funded and costs £120 to undertake. We are able to offer an instalment plan to those that require it but release of certification is not possible until the cost of the course is paid in full.</p>
<b>Who can enrol for this course?</b>
<p>Must be aged 16+. Anyone who is employed. Anyone with pending employment in any sector. Anyone who works in roles where working with teams may be expected.</p>
<b>Entry requirements</b>
<p>There are no specific entry requirements however learners should have a minimum of level 2 in literacy and numeracy or equivalent.</p>
<b>Who is this course suitable for?</b>
<p>This course is designed for</p> <ul style="list-style-type: none"><li>• Individuals who works with others</li><li>• Individuals who manage teams</li><li>• Individuals looking to enhance team leading skills or move in a role where team leading is expected</li><li>• Individuals about to embark on a career where working in teams is expected</li></ul>
<b>Certification</b>
<p>Upon successful completion of this course you will be issued with a hard copy of your certificate.</p>

What will I learn by taking this course

**This course has 3 mandatory units**

- Principles of team leading
- Understand business
- Understand how to communicate work-related information

Learners must also choose optional units from Group B below to achieve the 19 required credits

**Optional Group B**

- Health and safety procedures in the workplace (Credit value 1)
- Principles of developing working relationships with colleagues (Credit value 2)
- Principles of equality and diversity in the workplace (Credit value 2)
- Principles of handling information and mail (Credit value 4)
- Principles of managing performance and conflict in the workplace (Credit value 4)
- Understand customers (Credit value 2)
- Understand how to deliver customer service and resolve problems (Credit value 3)
- Understand how to develop and deliver a presentation (Credit value 3)

The benefits of taking this course will provide you with the knowledge and understanding of

- The purpose of the qualification is to prepare learners for employment, including an apprenticeship, in a job role which includes teams or to prepare them for further learning/training. The mandatory and optional units cover a range of areas relevant to the sector allowing learners to tailor the content to meet their individual needs.
- Understand leadership styles in organisations
- Understand team dynamics
- Understand techniques used to manage the work of teams
- Understand the impact of change management within a team
- Understand team motivation
- Understand organisational structures
- Understand the business environment
- Understand the principles of business planning and finance within an organisation
- Understand business reporting within an organisation
- Understand the principles of management responsibilities and accountabilities within an organisation
- Understand the principles and techniques of work-related communication
- Understand how to prepare for meetings

In addition, you will have a further understanding of aspects of team leading in line with your choice of optional units.