

Pearson BTEC Level 2 Diploma in Team Leading



At More Training we go further in fully understanding what it is that our clients want to achieve from their training.

YOU ADD VALUE TO PEOPLE WHEN YOU VALUE THEM

John Maxwell

Why work with **More**training?

- We are a market leader in the field of employee development and have delivered our bespoke development training for almost 20 years to a growing number of major employers.
- Our success is built on delivering proven results for employers including increases in productivity and cost savings.
- Our Trainer Assessors have relevant industry experience. Through a balance of classroom and workplace training they teach the techniques which enable employees to identify and make business improvements.

Employer benefits

- Team leaders with proven ability to perform
- Team leaders who are competent to manage people and relationships
- Better communication and collaboration in teams
- Team leaders with the ability to self-manage.

Employee benefits

- Take control of your personal development
- Communicate clearly and confidently
- Engage and support your team
- Build positive and productive relationships at work
- Get a nationally recognised qualification.

What to expect

The units in this qualification focus on the essential skills learners need to develop as team leaders. There are five mandatory units, looking at the principles of team leading and management, workplace communication, understanding business and personal development. Plus, there is a wide selection of optional units to build management skills in a variety of areas such as customer service, health and safety and performance management.



Stages of provision.....

Information, Advice and Guidance Stage

A consultation meeting with the learners as a group.

Duration approximately 1 hour

Main Qualification

- To discuss the qualification and how it applies to their roles
- The commitment from us and the learners
- Delivery methods: - the ways in which we can assess and the various types of suitable evidence
- Frequency of visits – 1 per month for Main Qualification plus any Essential Skills support that may be required
- any work required between scheduled visits.
- Duration of qualification – up to 12 months
- Completion of Skills Diagnostic

Essential Skills

- Outline the purpose of the qualifications, supporting any needs identified.
- WEST Assessments.
- ES delivery via 1-2-1 sessions of 1½ hours each and group sessions
- Frequency of sessions
- Controlled Tasks

H&S Vetting Stage

This can be undertaken either during or closely following the IAG meeting.

This is to ascertain and prove that the employer has in place all the Health & Safety processes, documentation etc to ensure a safe environment for the learners and More Training staff to conduct their required activities.

Sign Up Stage

This can be co-ordinated to meet the requirements of the business and learners.

Scheduled in a group or groups and can be split over 2 x sessions.

There are 4 elements to any sign up, each will take approximately 1½ hours to complete. (6 hours in total).

Session 1

- WEST Assessment in Application of Number
- WEST Assessment in Communication

Session 2

- WEST Assessment in Digital Literacy
- Completion of the funding application paperwork

Team Leading Delivery Stage

The **NVQ and Technical Certificate elements** are combined within the qualification framework and would be delivered via 1-2-1 sessions with the allocated assessor. These sessions will take place once a month and will last approximately 2 hours. During this time the assessor will take each learner through an induction into the qualification, establish which of the optional units would be most reflective of their role and provide the best development opportunities for them.

The assessor will support them with the “knowledge” elements, where learners will be required to look at various management and business models. They will discuss the knowledge elements of the qualification and suggest the best ways for them to gain the most from these units and how we can best support them throughout their learning journey. They will establish what would be suitable evidence, how it can be assessed and the best ways for them to present it. Looking for naturally occurring evidence for their NVQ elements wherever possible, to reflect how they implement their knowledge and understanding into their working activities.

There will be occasions where the assessor will request to observe learners at their place of work and go through their portfolio, to evidence their competence and to meet the requirements of the standards within the qualification.

Framework

Qualification title	Technical Certificate	Essential Skills	Level
Level 2 Diploma in Team Leading	Combined within Framework	Communication Application of Number Digital Literacy	1 1 1

Qualification overview

Qualification title	Credit value	Structure
Level 2 Diploma in Team Leading QAN: 601/3430/6	40	<ul style="list-style-type: none"> • Two hours induction • At least five hours tutorial support • Five mandatory units (22 credits) • Minimum of 12 credits from Group B • Maximum of 6 credits from Group C

Mandatory units

Reference	Unit title	Level	CV*
L/506/1788	Manage Personal Performance and Development	2	4
T/506/1798	Communicate Work-Related Information	2	4
H/506/1800	Lead and Manage a Team	2	5
R/506/2294	Principles of Team Leading	2	5
R/506/2957	Understand Business	2	4

*Credit value

Optional Units B

Reference	Unit title	Level	CV*
R/506/1789	Develop Working Relationships with Colleagues	2	3
Y/506/2958	Contribute to Meetings in a Business Environment	2	3
J/506/1806	Principles of Equality and Diversity in the Workplace	2	2
T/506/1820	Promote Equality, Diversity and Inclusion in the Workplace	3	3
A/506/1821	Manage Team Performance	3	4
J/506/1921	Manage Individuals' Performance	3	4
Y/506/1924	Chair and Lead Meetings	3	3
J/506/2292	Encourage Innovation	3	4
k/506/1927	Manage Conflict within a Team	3	5
M/506/1928	Procure Products and/or Services	3	5
M/506/1931	Collaborate with other Departments	3	3
F/506/1934	Participate in a Project	3	3

Optional Units C

Reference	Unit title	Level	CV*
T/505/4673	Health and Safety Procedures in the Workplace	2	2
R/506/1811	Store and Retrieve Information	2	4
D/506/1813	Handle Mail	2	3
L/506/1905	Employee Rights and Responsibilities	2	2
A/506/2130	Deliver Customer Service	2	5
F/506/2131	Understand Customers	2	2
A/506/2158	Resolve Customer Service Problems	2	5
H/506/1912	Negotiate in a Business Environment	3	4
K/506/1913	Develop a Presentation	3	3
M/506/1914	Deliver a Presentation	3	3
R/506/2151	Resolve Customers' Complaints	3	4



Essential Skills



We work as your partner to deliver the vision of developing stronger employees who work well as individuals and as part of a team

All funded courses are achieved through an apprenticeship framework, the framework includes:

- Technical certificate which is the training and teaching part
- NVQ which is the competency part to confirm what you have learnt from the training is being embedded within your job role
- Essential Skills are mandatory and a funding requirement. They include Application of Number, Communication and Digital literacy. The minimum level of Essential Skills will differ with each qualification we deliver, and we will look to provide the level that is appropriate to each learner's development needs. (See more information below)

Essential Skills

Level 1 (minimum requirement)

Application of Number

Controlled Task takes up to 4 hours to complete over an 8 week period

Confirmatory test, multiple choice takes 45 minutes

Communication

Controlled Task takes up to 4 hours to complete over an 8 week period – One part to the task the learner must take part in a group discussion of 10 minutes with a minimum of 3 participants.

Confirmatory test, multiple choice takes 45 minutes

Digital Literacy

Controlled Task takes up to 4 hours to complete over an 8 week period – Within the task there is a section where there is collaborative work which much include a minimum of 3 participants.

A one to one question and answer discussion.

Level 2 (further development opportunity)

Application of Number

Controlled Task takes up to 5 hours to complete over an 8 week period

Confirmatory test, multiple choice takes 45 minutes

Communication

Controlled Task takes up to 5 hours to complete over an 8 week period – One part to the task the learner must take part in a group discussion of 10 minutes with a minimum of 3 participants and create a short power point presentation.

Confirmatory test, multiple choice takes 45 minutes

Digital Literacy

Controlled Task takes up to 5 hours to complete over an 8-week period – Within the task there is a section where there is collaborative work which much include a minimum of 3 participants.

A one to one question and answer discussion.

Essential Skills Delivery

The Essential Skills 1 to 1 support will vary from learner to learner and will depend upon their current abilities with the potential for these to be delivered as a group, if there are multiple learners and all learners are at a similar level. The WEST Assessments at sign up will identify any areas of support that will be required, and we will be able to provide tailored support to meet the individual's needs.

This may result in the controlled tasks being completed earlier in the schedule than listed.

Also, if a learner can prove that they already have a relevant qualification at the required level, we can use this as Approved Prior Learning and they won't be required to undertake the Essential Skills elements of the framework.