

## Team Leading NVQ Level 2



### INTRODUCTION

#### What is an NVQ?

National Vocational Qualifications are occupation based qualifications which are developed using the National Occupational Standards (NOS). They are work-related, competency based qualifications which are designed specifically to define specific occupations.

Widely recognised by employers, NVQs are often used as the main focus of training as they demonstrate that an employee has the skills and knowledge necessary to perform competently and successfully. Our courses are assessed entirely in the workplace and employees are required to develop a portfolio of evidence that shows them carrying out work activities to an NVQ standard.

This qualification is designed for people who need to lead their team and achieve targets. The team leader will normally be at a supervisory level and be responsible for motivating their staff to meet requirements of the company, which include quality and health & safety.

The team leader will need to show they have limited authority to make decisions about resources, hold some form of team briefings, allocate and plan work for their team. The team leader will also need to be responsible for keeping records for the organisation and be aware of legislation related to this.

#### Why choose a Team Leading NVQ?

**Team Leading skills are essential to many occupations. Employers recognise the importance of these skills with many organisations unable to recruit suitable qualified personnel to meet their organisational needs.**

Vocational Qualifications are a great way of boosting skills and knowledge within the work place whilst creating a more competent and effective workforce. Of course, we think that everyone with supervisory job roles should take a Team Leading NVQ but you might think us biased. Here are 10 good reasons to take up a Vocational Qualification:

- NVQs in Team Leading are versatile and cover job roles in a number of environments ranging from administrative to production functions.
- NVQs develop employees into more motivated, better skilled and more flexible workers.
- NVQs reduce the margin of service issues resulting in fewer dissatisfied customers and clients.
- NVQs provide a benchmark to evaluate business performance against national standards.
- Provide a base for identifying organisational policies, procedures and systems as well as training analysis for employees, departments and entire organisations.
- NVQs link with other quality initiatives such as IIP, EFQM and ISO.
- NVQs support personnel departments in carrying out job analysis, designing job descriptions, recruiting new and training existing staff, designing appraisal and reward systems.
- Improved Team Leading practices result in significant cost savings, improved performance and increased productivity.

- NVQs provide a structure to deliver quality training schemes for staff.
- NVQs create a common level of expectation across all employers.

### **HOW LONG WILL IT TAKE**

**The NVQs in Team Leading delivered within the workplace take between 6-12 months dependant on the learner's level of competency and their current job role.**

**All delivery takes places within the working environment on the employer's premises.**

### **ENTRY QUALIFICATIONS**

There are no pre-entry qualifications for this award, however learners must be able to study to the required levels (literacy & numeracy support can be provided) and be working within a suitably related job role.

### **WHERE COULD IT LEAD**

The level 2 qualification provides a good working knowledge and understanding of an occupation. It demonstrates an employee's ability to perform a range of tasks with some guidance or supervision. Progression to level 3 standards would allow the candidate to obtain detailed knowledge, skills and understanding within a relevant field. It demonstrates team leading and specialist technical skills with competence in communication, problem solving and applied teamwork as well as taking into account planning, auditing and team development processes. Further taught courses are available to develop specialised management skills within your workforce.

### **FEES**

**Eligible learners under Train to Gain will receive full fee remission against this qualification.**

### **ADDITIONAL INFORMATION**

Where courses last for more than one year, only the first year's fees are shown

### **HOW TO APPLY**

You can apply for this course by applying [online](#), by filling out an application form from the College prospectus or by contacting the Information Officer on 01205 313218 for further information. The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.

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