



# PEOPLE DEVELOPMENT TEAM

## ILM Level 2 Qualifications



The People Development Team (PDT) is one of the UK's leading providers of Institute of Leadership & Management (ILM) accredited leadership and management programmes.

All our training and development programmes are customised to fit in with your organisational needs, competency frameworks and corporate culture using the ILM's highly flexible, modular format.

The benefits are exceptional. Employers have reported improved productivity, increased motivation and staff retention whilst the individuals achieve an internationally recognised management qualification.

PDT is committed to maximising learner engagement. We do this by working in partnership with you to deliver relevant, effective and results-driven development programmes.

### ILM Level 2 Qualifications

These programmes are aimed at developing the people skills in your organisation. Each programme is specifically designed to improve performance in the organisation through a strong focus on the specific job role. They will help individuals to develop their team leading skills through an increased understanding of team dynamics and improved communication.

### Level 2 Award in Team Leading

This is a short, flexible programme for all team workers, especially those with team leading or coordinating responsibilities.

If staff are working in a team with little or no formal training, this programme provides an ideal start to ongoing development.

### Level 2 Certificate in Team Leading

This more intense programme challenges the delegate further, building on existing knowledge and applying practical techniques in team motivation, planning and monitoring work.

The table below outlines each qualification structure, whilst the table overleaf lists the mandatory and optional units. Using this flexible unit choice system, we can design a programme that will meet your organisational needs.

*\*Please note: These ILM Vocationally Related Qualifications (VRQs) are part of the Qualifications and Credit Framework (QCF), applicable in England, Wales and Northern Ireland, providing successful candidates with transferable qualification credits.*

*GLD = Guided Learning Hours.*

	Level 2 Award in Team Leading	Level 2 Certificate in Team Leading
<b>Notional Credit Value *</b>	<ul style="list-style-type: none"> <li>Minimum 3 credits</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 13 credits</li> </ul>
<b>Guided Learning Duration</b>	<ul style="list-style-type: none"> <li>Minimum 22 hours</li> <li>Completion within one year</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 65 hours</li> <li>Completion within two years</li> </ul>
<b>Structure</b>	<ul style="list-style-type: none"> <li>Induction – one hour</li> <li>Tutorial support – at least one hour</li> <li>One mandatory unit with a credit value of 1</li> <li>Selected optional unit(s) with a minimum total credit value of 2</li> </ul>	<ul style="list-style-type: none"> <li>Induction – two hours</li> <li>Tutorial support – at least two hours</li> <li>Three mandatory units with a credit value of 4</li> <li>Selected optional units with a minimum total credit value of 9</li> </ul>
<b>Assessment – mandatory units</b>	<ul style="list-style-type: none"> <li>Reflective review</li> </ul>	<ul style="list-style-type: none"> <li>Mini-project (3,000 words)</li> </ul>
<b>Assessment – optional units</b>	Depending on the units selected, a choice of: reflective reviews, oral briefings, case studies, short answer questions, work-based assignments or centre-devised alternatives.	
<b>Entry requirements</b>	There are no formal entry requirements, but participants will normally be either practising or aspiring team leaders with the opportunity to meet the assessment demands, and have a background that will enable them to benefit from the programme.	

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## Units

Ref	Unit Title	Notional Credit Value	Mandatory
M2.01	<b>Developing yourself as a team leader</b>	1	A C
M2.02	<b>Motivating the work team to perform</b>	1	C
M2.03	<b>Planning and monitoring work</b>	2	C
M2.04	Developing the work team	1	
M2.05	Induction and coaching in the workplace	2	
M2.06	Leading the work team lawfully	1	
M2.07	Fulfilling customer requirements	2	
M2.08	Providing quality to customers	1	
M2.09	Using information to solve problems	1	
M2.10	Dealing with change in the workplace	2	
M2.11	Maintaining a healthy and safe work environment	2	
M2.12	Diversity in the workplace	1	
M2.13	Using resources efficiently in the workplace	1	
M2.14	Communicating with people outside the work team	1	
M2.15	Briefing the work team	1	
M2.16	Workplace communication	1	
M2.17	Workplace information systems	1	
M2.18	Business improvement techniques	2	
M2.19	Leading your work team	2	
M2.20	Managing yourself	1	
M2.21	Enterprise awareness	3	
M2.22	Dealing with customers lawfully	1	