



Suffolk
New
College



Team Leading - Level 2
Train to Gain



“To be able to lead my team and know they trust me”

Welcome

Train to Gain is a service designed to support businesses and employees in receiving the training they need to succeed in the workplace.

Team Leading

The NVQ Level 2 Team Leading is designed for team leaders who are primarily concerned with motivating their team members and achieving agreed outputs with limited authority.

Benefits

What are the benefits to you?

- Fully funded training (if this is your first full level 2 qualification*)
- Training takes place in your workplace
- Nationally recognised qualification

Entry Requirements

You should have a contract of employment (not a volunteer) and are working in a team leading role.

You will be required to undertake an initial assessment to determine any skills gaps and to enable us to provide you with learning support.

Where will the Learning Take Place?

You do not need to attend College as all the learning will take place in your workplace.

Qualification Structure

You will follow a flexible training programme and collect evidence of their achievement in a range of mandatory and optional NVQ units.

To achieve a full qualification you will need to successfully complete four mandatory plus two optional units.

*equivalent to 5 GCSEs A-C or above.

– Mandatory Units

- A1 Manage your Own Resources
- B5 Provide Leadership for Your Team
- D1 Develop Productive Working Relationships with Colleagues
- E5 Ensure your Own Actions Reduce Risks to Health and Safety

– Optional units (select two)

- C1 Encourage Innovation in Your Team
- D5 Allocate and Check Work in Your Team
- D7 Provide Learning Opportunities for Colleagues
- F5 Resolve Customer Service Problems
- F7 Support Customer Service Improvement

How Long will it Take?

You may already be competent and able to collect and present evidence without too much difficulty and therefore complete the course in as little as six months. If you need to undertake some development activity and then apply this learning in the workplace to demonstrate competence, you will need longer. The assessor will discuss and create an action plan with you for each of the units.

How will you be Assessed?

Suffolk New College offers a flexible approach to assessment to meet your needs whilst maintaining rigorous standards.

You will be assessed by a variety of means including:

- Practical observation in the workplace
- Oral questioning
- Development of a portfolio

Progression

Suffolk New College supports the progress of students from one level of study to the next. Providing you meet the entry requirements you can progress to the next level of study.



“I want to know my teams are led by confident and competent leaders”



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How to apply & further information

Please contact
Train to Gain Co-ordinator

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Ipswich IP4 1LT

Should you require this information in a different format, for example in a larger font or electronically, please contact the Train to Gain Co-ordinator on 01473 296449.



www.suffolkbdu.com