

Session 2009/2010

NVQ Team Leading Level 2

Overview

Management National Vocational Qualifications (NVQs) are aimed at people in management roles across all occupations and sectors of employment. The Team Leading Level 2 qualification is aimed at individuals who support a team, provide leadership and develop productive working relationships. They will have the ability and the opportunity to demonstrate team leading skills – including managing their own resources, allocating and monitoring work.

To achieve the full award, learners complete six units – four mandatory and two optional.

Like all NVQs, this qualification is competence-based. This means it is linked to the learner's ability to competently perform a range of tasks connected with their work. Learners plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

The Stafford College NVQ Programme

The Stafford College NVQ programme offers a flexible approach to assessment. Learners are work-based and achieve through Portfolio Building which offers a quality-assured route to achievement.

The programme includes the following elements:

- initial assessment
- induction
- specialist tutor support
- counselling and guidance
- additional learning support where necessary and appropriate.

Duration of course: usually a maximum of one year - with 12 assessor visits of 1 – 1.5 hours each.

Entry requirements: There are no formal entry requirements. A skill scan will be carried out prior to starting the qualification and a discussion held with the assessor to ensure the learner's duties, responsibilities and accountabilities are consistent with the NVQ Team Leading Level 2 qualification. The awarding body is OCR (Oxford Cambridge and RSA Examinations).

Venue: the learner's place of work and Stafford College

Delivery: The course can be started at any time on a roll-on, roll-off basis. All meetings with the assessor are one-to-one with assessment plans being agreed and produced individually. Learners are prepared for their assessment and are required to meet NVQ standards (these comprise a set of outcomes, behaviours and knowledge and understanding requirements).

Each learner needs to:

- supply evidence of his/her achievement in management against the national standards
- identify sources of evidence through planning with the assessor
- provide process and knowledge evidence through in-depth oral and/or written questions.
- identify people whom the assessor can contact to authenticate evidence and confirm competence
- produce a clear record of evidence and assessment which references to the outcomes, behaviours, knowledge and understanding of each unit.

Course Programme: NVQ Team Leading Level 2 comprises four mandatory units and two optional units (from a choice of five):

Mandatory units:

- A1 Manage your own resources
- B5 Provide leadership for your team
- D1 Develop productive working relationships with colleagues
- E6 Ensure your own actions reduce risks to health and safety

Optional Units:

- 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 improvements

Further qualifications

Once you have completed the Team Leading Level 2 NVQ you can progress onto the next level as your career progresses.

If you would like any more information on this qualification, please contact:

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