



ILM LEVEL 3 QUALIFICATIONS IN TEAM LEADING

Introducing the qualifications

The ILM Level 2 Award in Team Leading and ILM Level 2 Certificate in Team Leading are qualifications specially designed to give practising or aspiring team leaders a solid foundation in their formal development as a leader.

The Award is a concise qualification designed to give learners a basic knowledge of the various roles, functions and responsibilities of a team leader and the limits of their authority and accountability. The mandatory unit in 'Developing yourself as a team leader' is a good starting point for team/cell leaders who are new to their roles or for aspiring leaders who wish to gain a solid understanding of the principles and practicalities of team leading.

The Certificate builds and broadens the skills and knowledge gained in the Award (please note candidates may join the Certificate directly and are not required to undertake the Award as a prerequisite). Here, practical techniques in motivating teams, plus planning and monitoring their work are explored within the additional mandatory units of this larger qualification.

Flexibility – all learners are able to choose from a diverse range of optional units to build their qualification – either an Award or a Certificate (see the tables below and overleaf). This high level of flexibility allows individuals or their employers to custom build a qualification focusing on the key areas of team leading that are most relevant to their specific roles, industry or organisation. From exploring induction and coaching in the workplace, to dealing with customers lawfully, the ILM Team Leading qualifications can be fully tailored to meet the varying needs of candidates across all employment sectors.

Qualifications overview

	Level 2 Award in Team Leading	Level 2 Certificate in Team Leading
Credit value	Minimum 3 credits	Minimum 13 credits
Guided learning	Minimum 22 hours	Minimum 65 hours
Duration	Completion within one year	Completion within two years
Structure	<ul style="list-style-type: none"> • Induction – one hour • Tutorial support – at least one hour • One mandatory unit with a credit value of 1 • Selected optional unit(s) with a minimum total credit value of 2 	<ul style="list-style-type: none"> • Induction – two hours • Tutorial support – at least two hours • Three mandatory units with a credit value of 4 • Selected optional units with a minimum total credit value of 9
Assessment – mandatory units	<ul style="list-style-type: none"> • Reflective review 	<ul style="list-style-type: none"> • Reflective review, plus • Mini-project
Assessment – optional units	Depending on the units selected, a choice of: reflective reviews, oral briefings, case studies, short answer questions, work-based assignments or centre-devised alternatives	

Entry requirements There are no formal entry requirements but participants will normally be practicing or aspiring first line managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme.

Overview of units

Ref	Unit title	CV*	Mandatory
M2.01	Developing yourself as a team leader	1	A C
M2.02	Motivating the work team to perform	1	C
M2.03	Planning and monitoring work	2	C
M2.04	Developing the work team	1	Optional Units
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	

* Credit value

Candidates must complete the associated mandatory units for their qualification, marked A = Award, C = Certificate and D = Diploma, then choose from the remaining units to make up the required minimum credit value – check with your centre for further advice.