

Business Administration & Law

NVQ Level 2 in Team Leading

Awarding Body: EDEXCEL

General Information:

This qualification is appropriate for Team Leaders and supervisors who are responsible for managing people, activities and resources.

Course structure:

To achieve a full Level 2 NVQ in Team Leading the candidate must achieve all **four** mandatory units plus **two** optional units.

Mandatory units:

- Manage your own resources
- Provide leadership for your team
- Develop productive working relationships with colleagues
- Ensure your own action reduce risks to health and safety

Optional units:

- Encourage innovation in your team
- Allocate and check work in your team
- Provide learning opportunities for colleagues
- Resolve customer service problems
- Support customer service improvements

Assessment methods:

All candidates are allocated an assessor who will guide the candidate through the process of assessment and portfolio building. PDM's fully trained and qualified assessors base their judgements of competence on the candidate's work and how it compares with the National Occupational Standards.

Typically, the candidate builds a portfolio of evidence, under guidance of the assessor, using a range of assessment methods: observation, oral and/or written questioning, witness testimonies, candidate statements, product evidence and professional discussion.

The Team Leading assessment strategy is to provide holistic assessment based on the candidate's job role reducing unnecessary duplication of work for the candidate.

When all the units have been completed, and the assessor is satisfied that the candidate has met the national standard, the certificate is claimed from the awarding body.

Progression:

Candidates who complete this qualification may be able to progress onto:

- NVQ Level 3 and 4 in Management.

Some evidence captured during the Team Leading NVQ may be integrated into these higher level NVQs.