

## A qualification to prove your worth

The Skills Team Apprenticeship in Team Leading offers new or aspiring team leaders the chance to gain nationally recognised qualifications from the Institute of Leadership and Management; develop competence and confidence in their work and enhance their career opportunities.



This apprenticeship package is a valuable combination of training, skills development and applied workplace learning leading to a Level 2 NVQ Certificate in Team leading, a VRQ Certificate in Team Leading and Functional Skills in Maths and English at the appropriate level.

The programme is ideal for individuals working in various job roles including Supervisors, Office Team Leaders, Shift Leaders and Warehouse Controllers or for anyone who is looking to develop their Team Leading skills.

Skills Team's apprenticeship programme is flexible to individual and employer needs and is fully supported throughout. One to one support, tuition and advice is available from our team of experienced and qualified Trainers, Assessors and Advisors ensuring that the needs of employers and employees are fully met.

### The programme

The programme takes between 6 and 9 months to complete and includes 4 to 5 days of training; all materials, test and certification fees; individualised assessor support and any necessary revision sessions to ensure candidates achieve their Apprenticeship.

#### Day 1

Induction session, personal development skills, managing responsibly

#### Day 2

Leadership and team development; testing

#### Day 3

Testing in the afternoon plus optional revision session in the morning

#### Day 4

Decision making, objective setting and planning; testing

#### Day 5

Communication and Time Management; testing

Assessment tests will be taken in the workshops and are a necessary part of the qualification, so it is important for candidates to attend every session. We can make alternative arrangements if a candidate cannot attend one of the workshops but this should be agreed in advance and is not ideal. Candidates will also be given project work and assignments after each workshop to complete in their own time which forms part of the overall qualification.

In addition, all candidates will be assigned an assessor who will meet with them over a series of 4 or 5 sessions to build up a portfolio of workplace evidence.

Further details on next page.

# Level 2 Apprenticeship in Team Leading

NEW

## Meeting the new standard

The Institute of Leadership and Management's QCF qualifications are truly work-oriented – testing not only knowledge and understanding of management techniques, but also assessing performance in the real work environment. The qualifications are based on new national occupational standards developed by the Government approved Management Standards Centre and externally verified by the Institute of Leadership and Management. Candidates will be measured against these demanding standards and the programme will provide all the necessary learning and support for success.

An Apprentice can be trained to suit the requirements of your business, address skills gaps and have a positive impact on the business by raising standards and performance throughout the team.

## Building for the future

The programme is based round the new QCF framework that provides a unitised approach to certification. Each unit passed is awarded points. Candidates need 17 points for their NVQ and 13 points the VRQ. However the points can also count towards a higher level certificate. So team leaders can gain certification for their current skills at level 2 and then take additional units later to build on their achievements and gain a level 3 NVQ Certificate when they are ready.



## Level 3 Option

Skills Team also offers a “going to the next level” option that can be purchased at the same time as booking onto the Apprenticeship. This covers further assessment and support to enable a candidate to gain their level 3 NVQ in First Line Management at the end of the programme.

To find out more contact Skills Team on

**020 3174 1100**

or contact your account manager direct



**020 3174 1100** or email [info@SkillsTeam.com](mailto:info@SkillsTeam.com)

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