



FOUNDATION APPRENTICESHIP

Team Leading

Level 2

2

1

Apprenticeship Framework

The aim of the Team Leading apprenticeships is to cater to individuals actively engaged in organising the work of a team to achieve tasks that contribute to organisational objectives as their main job function.

Who is this apprenticeship for?

This programme is suitable for those seeking to start a career in the rewarding people focussed world of leading a team or, for team leaders who want an accredited qualification to affirm their existing experience in the field.

On completion apprentices will achieve the following:

- ILM Level 2 Diploma in Team Leading
- Level 1 Essential Skills Communication
- Level 1 Essential Skills Application of Number
- Level 1 Essential Skills Digital Literacy



Benefits of the apprenticeship programme:

Accelerate Your Career Growth: Undertaking the Level 2 Team Leading programme will propel an apprentice's professional journey forward. Through a blend of practical experience and theoretical insights, apprentices develop essential leadership skills. Empowered with these abilities, apprentices will develop the skills and knowledge to excel as a team leader and deliver results within their organisation.

Industry-Recognised Certification: Upon successful completion of this programme, apprentices will earn a prestigious industry-recognised certification, providing them with a competitive edge in the job market. Employers value the skills and expertise gained through this apprenticeship, opening doors to exciting opportunities.

Practical and Real-World Learning: Our programme emphasises practical, real-world learning. Apprentices will practice skills in a classroom environment and be able to apply the teaching within their workplace, collaborating with experienced colleagues who will guide the apprentice through every step of the process.

Tailored Curriculum: Our comprehensive curriculum is tailored to meet the evolving demands of team leadership. Throughout the programme, apprentices will delve into key aspects crucial for effective leadership, such as advanced communication techniques, strategic record management, harnessing business technologies and fostering a robust customer relationship.

Experienced and Knowledgeable Advisors: Throughout the apprenticeship, we will provide access to a network of experienced advisors who will offer guidance, support, and feedback. Apprentices learn from industry experts with a wealth of knowledge and experience.

Course Delivery

- Typical duration of 18 months.
- Induction session for apprentices and for their line managers.
- Supported by self-study online resources.
- One to One tutor coaching and assessment support sessions
- 6 Essential skills assessment days. (3 Preparation Day and 3 Live Task Day) **
- 3 hour long essential skills confirmatory tests. **

***Essential Skills activities are not applicable to apprentices with exemptions.*



Level 2 Team Leading

Course Delivery

This programme will primarily be delivered through 1-to-1 sessions with a member of the ALS delivery team, using a mixture of face-to-face and remote learning sessions. An ALS assessor will meet with the learner, either in the workplace or through digital means (for example, Microsoft Teams) once a month for approximately two hours to support progress.

Learners will also be set tasks to complete between each visit which are tailored to the different needs of each learner and the workplace activities they are involved with.

Qualification Structure Summary

The ILM Level 2 Diploma in Team Leading consists of 5 mandatory units with a total of 22 credits plus a minimum of 12 optional credit from group B and a minimum of 6 credits from group C.

Please note: at least 40 credits must be at Level 2 or above.

Unit rules of combination.

- Mandatory Units (Learners must achieve all 5 units) – 22 credits.
- Optional B units – minimum 12 credits.
- Optional C units – maximum 6 credits

What you will learn

This programme is made up of a mixture of mandatory units (these have to be completed by all learners as part of the qualification) and optional units (we will work with you to decide what units are relevant to your role, and your business). A brief overview of these units is below.

Mandatory Units	
Unit Title	Level
Manage Personal Performance and Development.	2
Communicate Work-related Information.	2
Lead and Manage Team.	2
Principles of Team Building.	2
Understand Business.	2

Optional units B (minimum 12 credits)		
Unit Title	Level	Credit
Develop Working Relationships with Colleagues.	2	3
Contribute to Meetings in a Business Environment.	2	3
Principles of Equality and Diversity in the Workplace.	2	2
Promote equality, diversity and inclusion in the workplace.	3	3
Manage team performance.	3	4
Manage individuals' performance.	3	4
Chair and lead meetings.	3	3
Encourage innovation.	3	4
Manage conflict within a team.	3	5
Procure products and/or services.	3	5
Collaborate with other departments.	3	3
Participate in a project.	3	3

Optional units C (maximum 6 credits)

Unit Title	Level	Credit
Health and safety procedures in the workplace.	2	2
Store and retrieve information.	2	4
Handle mail.	2	3
Employee rights and responsibilities.	2	2
Deliver customer service.	2	5
Understand customers.	2	2
Resolve customer service problems.	2	5
Negotiate in a business environment.	3	4
Develop a presentation.	3	3
Deliver a presentation.	3	3
Resolve customers' complaints.	3	4

Barred Units

Unit Title	Is barred against this unit
Contribute to Meetings in a Business Environment	Chair and Lead Meetings
Principles of Equality and Diversity in the Workplace	Promote Equality, Diversity and Inclusion in the Workplace

Have any questions about our Level 2 Diploma in Team Leading?

We are here to help. If you have any further questions or enquiries about the main qualification element of the programme, please contact at info@alstraining.org.uk



Essential Skills Qualifications

When you agree to undertake an apprenticeship, you may be required to complete Essential Skills as part of your apprenticeship framework.

Essential Skills Wales

The Essential Skills Wales (ESW) will be initially assessed via an online Wales Essential Skills Toolkit (WEST) Assessment. Where a Learner already holds an ESW certificate or equivalent qualification this can provide an exemption and learners will not need to complete that ESW element of the programme. Where a Learner is not exempt an Individual Learning Plan (ILP) will be generated from the initial assessment. The modules delivery will include independent learning via WEST, prior to guided learning sessions preparing the Learner for their assessment. ESWs are assessed via controlled tasks and confirmatory tests for Communication and Number, Digital Literacy is assessed via a controlled task and structured discussion.

Exemptions

If you already hold qualifications, these may be used as 'exemptions' towards your apprenticeship framework. As a result, you will be exempt from achieving that Essential Skill, if you wish. This will be discussed with you before you sign up with us, and will also be followed up by your assessor before and during your first visit from us.

Have any questions about Essential Skills?

We are here to help. If you have any further questions or enquiries about Essential Skills element of the programme, please contact info@alstraining.org.uk