



# Step Up

## Training and Care

From Training to Caring, we deliver excellence

Qualification Name	<b>Level 2 Certificate in Team Leading Principles</b>
Qualification achieved	Highfield Level 2 Certificate in Team Leading Principles (RQF) 600/5176/0

### Qualification Structure

This qualification will be assessed through a portfolio of evidence.

You will be assigned a personal assessor who will help guide you through the learning criteria for this qualification, delivered as a distance learning qualification.

Learners will be required to undertake personal research and complete assignments in line with the qualification criteria. Work is submitted through building a portfolio of evidence which is submitting in a variety of ways including

- Telephone appointments with your assessor
- Written submissions usually sent by email
- Completing an E-portfolio where requested.

There are no exams required to pass this qualification. We do not require an observation of the learner in practice.

### Qualification Duration

The duration of the qualification depends on whether the learner has had prior learning or prior achievements, as this may reduce the amount of time needed to prepare for the assessment. However, the total time for this qualification is 130 hours. 55 of these hours are recommended as guided learning hours.

This equates to approximately a 1-month timescale but is dependent on a learner being engaged in their studies, submitting evidence to match the learning criteria usually on a weekly basis to your personal assessor.

### Costs

This course is £400

50% is payable at point of enrolment with the remaining 50% payable upon completion of the qualification.

### Who can enrol for this course?

Must be aged 16+.

### Entry requirements

It is advised that learners have a minimum of level 2 in literacy and numeracy before enrolling into this course.

#### Who is this qualification suitable for?

The objective of this qualification is to support learners in a team leading role in the workplace. It is aimed at learners who are new to team leading or looking to progress into this type of job role.

The qualification will allow learners to develop their knowledge and understanding of a team leading role, resulting in the achievement of a nationally recognised qualification.

This qualification can be applied to a wide range of occupational sectors.

Topics covered include team leading responsibilities, managing yourself and providing direction to your team and communicating information and knowledge in the workplace.

#### Certification

Upon successful completion of this qualification, you will be issued with a hard copy of your certificate.

#### Enrolment

Full details of how to enrol on this qualification can be found on our website, under the section Enrolment.

#### Module Content

Learners must complete all units within the mandatory group, totalling 13 credits:

**There are 3 Mandatory units**

- Team Leading Responsibilities (Level 2, Credit Value 5)
- Managing yourself and providing direction to your team (Level 2, Credit Value 5)
- Communicating Information and Knowledge in the Workplace (Level 2, Credit Value 3)