

Section 1:

Overview

Introduction

We want to make your experience of working with NCFE as pleasant and easy as possible. This Qualification Specification contains everything you need to know about this qualification and should be used by everyone involved in the planning, delivery and assessment of the NCFE Level 2 NVQ Certificate in Team Leading.

The NCFE Level 2 NVQ Certificate in Team Leading is a competence-based qualification.

A competence-based qualification is based on National Occupational Standards and is a job-ready qualification which requires learners to demonstrate the skills and knowledge required to work in a specific industry. A competence-based qualification must be assessed in the workplace in accordance with the relevant assessment strategy. For further information on the assessment requirements see page 6.

All information contained in this specification is correct at the time of publishing.

Accreditation and funding

The NCFE Level 2 NVQ Certificate in Team Leading has been accredited by the qualifications regulators for England, Wales and Northern Ireland ¹ and is part of the Qualifications and Credit Framework (QCF). Its Qualification Accreditation Number is 501/0935/2.

It's eligible for funding under the Learning and Skills Act 2000 under Sections 96 and 97. The aim reference is 50109352. Contact your local funding provider for further guidance.

¹The qualifications regulators ('regulators') are Ofqual in England, DCELLS in Wales and CCEA in Northern Ireland.



Achieving this
competence-based
qualification

This qualification is made up of:

3 Mandatory Units

- [Manage personal development F/600/9469](#)
- [Develop working relationships with colleagues H/600/9660](#)
- [Communicate information and knowledge H/600/9724](#)

and 11 Optional Units made up of 2 optional groups

Optional Group one:

- [Set objectives and provide support for team members M/600/9600](#)
- [Plan, allocate and monitor work of a team Y/600/9669](#)

Optional Group 2:

- [Manage or support equality of opportunity, diversity and inclusion in own area of responsibility M/600/9628](#)
- [Support team members in identifying, developing and implementing new ideas L/600/9636](#)
- [Manage conflict in a team R/600/9685](#)
- [Lead and manage meetings Y/600/9686](#)
- [Participate in meetings H/600/9688](#)
- [Make effective decisions F/600/9715](#)
- [Manage knowledge in own area of responsibility T/600/9730](#)
- [Procure supplies L/600/9734](#)
- [Manage customer service in own area of responsibility D/600/9804](#)

To achieve the qualification, learners must achieve a total of at least 17 credits.

10 credits must be achieved by completing the mandatory units and a further 7 credits must be achieved by completing one of the units from optional group one and minimum of 2 credits from the optional group 2.

To successfully complete a unit, each learner has to provide evidence satisfying all the performance and knowledge standards in that unit.

The learning outcomes and assessment criteria are available by clicking on the units above which are hyperlinked to the Register of Regulated Qualifications.

**Who and what
is it for?**

This is a cross-sector qualification, aimed at team leaders across a wide variety of commercial and public sector areas.

This qualification recognises the skills and competences of learners in the workplace and provide individuals with an opportunity to demonstrate the skills and knowledge needed for a career in management and leadership. The units encompass a broad range of competencies from the management and leadership sector.

Entry guidance

There aren't any specific recommended prior learning requirements for this qualification. However, learners might find it useful if they've already completed qualifications in a relevant area at level 1.

Learners have to be at least 18 years old.

**Resource
requirements**

There are no specific physical resource requirements for this



qualification.

**Progression and
development
opportunities**

This qualification can provide progression to further qualifications at Level 2 or higher in the same and related subject areas. These may include:

- NCFE Level 3 Diploma in Management
- NCFE Level 5 Diploma in Management
- NCFE Level 7 Diploma in Management

For further details of these and other qualifications available in this sector area see the Register of Regulated Qualifications (<http://register.ofqual.gov.uk>).

**Accreditation
and
certification
end dates**

All qualifications on the QCF have accreditation and certification end dates to ensure that qualifications remain current and valid. The accreditation end date is the last date we can register learners on a qualification, and the certification end date is the last date that learners can be certificated.

Learners have up to 2 years after the accreditation end date, to complete this qualification and claim their certificate (unless the certification end date passes before the end of the 2 year period). For further information about accreditation and certification end dates please refer to the information about this qualification on our website (www.ncfe.org.uk) or alternatively you can check the information on the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>).

Credit transfer

One of the benefits of the QCF is that learners can transfer credit from one qualification to another. Learners who've

already achieved one or more of the units included in this qualification elsewhere can transfer the credit already achieved. Simply let us know which units are being achieved by credit transfer on the Certificate Claim Form.

Please see <http://register.ofqual.gov.uk> for information about the units in this qualification.

What happens
at the end of an
accreditation
period?

We review qualifications that are near the end of their accreditation period, working with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases we'd apply to the regulators for an extension to the accreditation period. If an accreditation period is extended the certification period will also change.

We'll post information relating to changes or extensions to qualifications on our website (www.ncfe.org.uk) and centres approved to offer the qualification will be kept updated.

Assessment
guidance

The occupational expertise, qualifications and experience required of Assessors and Internal Verifiers is set out in the Management Standards Centre (MSC), Assessment Strategy for Management and Leadership which can be found on our website (www.ncfe.org.uk).

Mapping to
National
Occupational
Standards

This qualification reflects the qualification structure for the Level 2 NVQ Certificate in Team Leading published by the Management Standards Centre (MSC). It uses the associated National Occupational Standards (NOS) units that belong to that structure, which are published by the MSC.

Further information on the NOS used in this qualification can be found on the MSC's website



www.management-standards.org).

Documentation

The following documents are essential reading for any centre involved in the delivery, assessment and administration of this qualification:

- Assessment Strategy

Additional documents are available for those centres wishing to use them:

- Evidence Tracking Sheet
- Example pro-formas for Assessors and Internal Verifiers