

**in the know.**

## **Qualification Key Information**

NCFE Level 2 Certificate in Principles of Team Leading (603/3883/0)

## Qualification overview

### Things you need to know about this qualification

Qualification number (QN)	603/3883/0
Qualification Title	NCFE Level 2 Certificate in Principles of Team Leading
Total Qualification Time (TQT)	180
Guided Learning Hours (GLH)	160
Entry Guidance	<p>This qualification is designed to provide learners with the knowledge and understanding required to successfully lead a team.</p> <p>There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 1 qualification in the business administration and law sector.</p> <p>This qualification is suitable for learners aged 16 and above.</p> <p>Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners. They need to make sure that learners can fulfil the requirements of the learning outcomes and comply with the relevant literacy, numeracy and health and safety aspects of this qualification.</p> <p>Learners registered on this shouldn't undertake another qualification at the same level with the same or a similar title, as duplication of learning may affect funding eligibility.</p>
Funding	This qualification may be eligible for funding. For further guidance on funding, please contact your local funding provider.

### Qualification purpose

This qualification is designed for learners who want the knowledge and understanding required to successfully lead a team.

## Qualification structure and how to achieve

To be awarded this qualification, learners are required to successfully complete 3 mandatory units and 5 optional units.

### Mandatory units

Unit No	Unit title
Unit 01	Principles of team leading
Unit 02	Understand business
Unit 03	Understand how to communicate work-related information

### Optional units

Optional units available for this qualification cover areas such as Introduction to Coaching and Understand How to Develop Working Relationships with Colleagues. Please refer to the Qualification Specification for more information.

## How the qualification is assessed

This is a knowledge-based qualification, which is assessed via a portfolio of evidence.

## Work placement/experience requirements

There are specific requirements for Centres and employers relating to the insurance of learners in the workplace. Further information about insurance can be found at [www.abi.org.uk](http://www.abi.org.uk)

## Benefits and progression opportunities

The objectives of this qualification are to:

- develop their knowledge of the principles of team leading
- develop their understanding of business
- develop the knowledge needed to support communication with a range of stakeholders at different levels.

Learners who achieve this qualification could progress to:

- NCFE Level 3 Certificate in Principles of Management (601/7075/X)
- NCFE Level 3 Diploma in Management (601/4032/X)
- NCFE Level 3 Diploma in Management Skills and Knowledge (603/2998/1)

It may also be useful to learners studying qualifications in the following sector area:

- Business Administration and Law

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## Why NCFE?

<b>Our qualifications</b>	We work with centres and employers to ensure our qualifications meet the needs of the industry and are fit for purpose.
<b>Our customer commitment</b>	Our customer service has officially been recognised as one of the best in the sector as we are the only Awarding Organisation to have been included in the Top 50 Companies for Customer Service for 3 consecutive years.
<b>Supported by employers</b>	Our qualifications are supported by employers. You can find out more about how we work with employers on our <a href="#">website</a> .

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## Contact us

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