

Qualification title:	OCR Level 2 Diploma in Team Leading		
Qualification number:	601/3805/1	Credit value:	40
An overview of this qualification	<ul style="list-style-type: none"> • The OCR Level 2 Diploma in Team Leading allows you to evidence the key knowledge, competence and skills that employers would expect of someone operating as a team leader. It is appropriate if you lead a team and need to communicate effectively within your organisation or if you are seeking employment, progression or self-development in a team leading role. • This qualification contains both knowledge units and competence units in a single qualification, supporting you to evidence knowledge of, and competence in, in a role where you have responsibility for leading a team. You will develop a portfolio of evidence that meets the assessment criteria in your chosen units. The units encompass a broad range of competencies from the business administration sector allowing you to contextualise the qualification to your own role. • You will complete: <ul style="list-style-type: none"> ○ five mandatory units, two of which are knowledge units and three competence units. These cover: principles of team leading, understanding business, managing personal performance and development, communicating work related information and leading and managing a team. ○ optional units that allow for contextualisation to the requirements of your individual role. These include: developing working relationships with colleagues, promoting equality, diversity and inclusion in the workplace, managing team performance, chairing and leading meetings and managing conflict within a team. • Each unit within the qualification has a credit size allocated. You must achieve 40 credits in total consisting of 22 credits from the mandatory units and 18 from the optional units. • Minimum amount of vocational learning = 40 credits • Maximum amount of vocational learning = 40 credits 		
Entry requirements	There are no formal entry requirements for the qualification and there is no need for you to have completed any lower level qualifications beforehand. However, it is anticipated that you will have the ability and opportunity to demonstrate recognisable leadership skills.		
Age restrictions	This qualification is for learners aged 16 years and over.		
Is this qualification right for me?	This Level 2 diploma size qualification assesses your understanding of the principles of team leading and business. It recognises the knowledge, competence and skills needed to lead a team and to communicate effectively within your organisation. It is relevant if you are able to demonstrate management and leadership skills which may include managing conflict or team performance. You may already be in		

	<p>employment and want to increase your skills and knowledge without the additional requirements of the Apprenticeship Framework and therefore may choose to complete the qualification outside of the Apprenticeship framework.</p> <p>The primary purpose of this qualification is to confirm that you are competent in a specific job role. This qualification will enable you to undertake a learning programme to confirm competence in a role where you have responsibility for leading a team. It targets the key knowledge, competence and skills that employers would expect of someone operating as a team leader at this level.</p> <p>The OCR Level 2 Diploma in Team Leading sits within a suite of Management and Leadership qualifications that allow for natural progression from Level 2 to Level 7. The qualifications at Levels 2 and 3 contain a number of specific knowledge only units along with competence units, with the Level 5 and 7 NVQ qualifications containing only competence units. The qualifications are all diploma size allowing you to evidence a breadth of knowledge, competence and skills relevant to your role.</p> <p>This specific size, type and level of qualification might be right for you if you:</p> <ul style="list-style-type: none"> • would like a shorter course of 201 guided learning hours (GLH) • would like a course that can be tailored to your specific requirements • would like to confirm that you are competent in a specific Team Leading role • have previously studied a Level 1 qualification • are employed and would like to confirm competence in your specific job role • wish to gain a Level 2 qualification to support further study in Further Education (FE) or Higher Education (HE) in any other sector or subject area.
<p>How could I progress from this qualification?</p>	<p>The primary purpose of this qualification is to confirm that you are competent in a specific job role such as:</p> <ul style="list-style-type: none"> • Operations Team Leader • Team Co-ordinator • Senior Support Agent • Office Supervisor • Assistant Manager • Trainee Support Supervisor. <p>You may want to take the OCR Level 2 Diploma in Team Leading if you are seeking employment, progression or self-development in a team leading role and want to evidence the knowledge, competence and skills needed for this. The units encompass a broad range of competencies from the</p>

	<p>management and leadership sector allowing you to contextualise the qualification to your own occupational field.</p> <p>Achievement of your chosen units allows you to evidence the knowledge, competence and skills that are truly pertinent to your role and organisation in which you work. The choice of units included in the qualification enables you to contextualise the qualification to your own team leading role.</p> <p>Alternatively, this qualification supports progression to further learning. You could progress to other qualifications suitable to your level of experience and autonomy, such as the:</p> <ul style="list-style-type: none"> • OCR Level 3 NVQ Certificate in Management (QCF) – Competence Qualification • OCR Level 3 Certificate in Management (QCF) - Knowledge Qualification • OCR Level 3 Diploma in Management (QCF) – Combined Knowledge and Competence Qualification.
Support	<p>A number of employers from across the Management and Leadership sector were involved in consultations with Skills CfA when developing this qualification. In addition, the following employers directly support OCR’s qualification, recognising it as valuable for their employees:</p> <p>HR Department Scottish Power McKechnies BaxterStorey Ltd SkillForce</p>
Further information	<p>To find out more about the OCR Level 2 Diploma in Team Leading please refer to the Centre Handbook available on the OCR website: http://www.ocr.org.uk/Images/178092-centre-handbook.pdf</p> <p>If you have any other queries please contact: vocational.qualifications@ocr.org.uk</p>
About us	<p>OCR is a leading UK awarding body. We provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.</p> <p>Our general and vocational qualifications equip learners with the knowledge and skills they need for their future, helping them achieve their full potential.</p>