

Team Leading and Management

Level 2 Certificate in Team Leading (09878)

Level 3 Certificate in Management (09879)

Level 5 Diploma in Management and Leadership (10336)

Key features

- *The qualifications are accredited as Technical Certificates, addressing this aspect of the Apprenticeships in Team Leading and Management*
- *Learners can gain sector-relevant knowledge that is high in demand*
- *The qualifications are centre assessed and externally verified, making assessment current and accessible*
- *Training can be delivered in 'bite-sized chunks' to suit individual needs*
- *The qualifications are accredited onto the Qualifications and Credit Framework*
- *All units have a level and a credit value assigned and can be achieved independently*
- *There is an opportunity for both full award and unit certification*

Introduction

The Team Leading and Management Knowledge qualifications are vocationally-related, credit-based qualifications, designed to expand general knowledge and understanding of Management. Whether candidates are already employed within the Team Leading or Management field, or are looking at management as a future career path, the qualifications will provide essential knowledge and understanding in all generic areas.

The accessible nature of the units means that training can be delivered in bite-sized chunks, alongside the NVQ (competence) units if appropriate, providing a flexible approach to learning. Candidates will compile a portfolio of evidence, which is centre assessed and externally verified in the same way as the NVQs, providing continuity of assessment for candidates.

These qualifications have the added advantage of addressing the Technical Certificate aspect of the Team Leading and Management Apprenticeship programmes, meaning that they are also ideal for the Apprenticeship audience.

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Target audience

The Level 2 qualification is ideal for those with limited experience of Team Leading, as they are designed to develop a broad understanding of all key aspects. As such, the qualifications will help to prepare any candidate for a job role with a focus on Team Leading.

The Level 3 qualification is ideal for those who have some prior experience in a Team Leading or Management role, although this is not a formal requirement. They may also be useful for those wanting to develop the broad in-depth knowledge required by senior management, in preparation for employment, or promotion.

The Level 5 qualification is suitable for experienced managers in a range of roles and industries who wish to develop the broad in-depth knowledge required of a senior role.

Qualification content

The qualifications are supported by Skills CfA, the sector skills council responsible for the Team Leading and Management national occupational standards, meaning that learners will gain sector-relevant knowledge that is high in demand.

Each individual unit has been assigned a level and credit value, making it worthwhile learning in its own right.

However, candidates can choose to achieve a full qualification by accumulating credits as detailed below:

Level 2 Certificate in Team Leading

QAN 600/2420/3

Candidates must achieve a minimum of **13 credits**. A total **credit of 10** is required from the Mandatory Units, with additional minimum **credit of 3** from the Optional Units.

Level 2 units

Unit No.	Level	Unit title	Credit value	Unit reference number
Mandatory Units				
21	2	**Developing working relationships with team members	3	D/602/0401
22	2	Key principles of team leading	4	D/602/0379
23	2	Managing personal development	3	Y/602/0400
Optional Units				
24	2	Developing a team	3	H/602/0402
31	3	*Gaining results from your team	3	F/602/0407

**'Developing working relationships with team members' - Level 2 unit, is included as a mandatory unit at Level 2 and an optional unit at Level 3.

*'Gaining results from your team' – Level 3 unit, is included as an optional unit at Level 2 and a mandatory unit at Level 3.

Level 3 Certificate in Management

QAN 600/2450/1

Candidates must achieve a minimum of **13 credits**. A total **credit of 10** is required from the Mandatory Units, with additional minimum **credit of 3** from the Optional Units.

Level 3 units

Unit No.	Level	Unit title	Credit value	Unit reference number
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Mandatory Units

31	3	*Gaining results from your team	3	F/602/0407
32	3	Improving your own management and leadership performance	2	H/602//0416
33	3	Key principles of management and leadership	5	R/602/0413

Optional Units

21	2	**Developing working relationships with team members	3	D/602/0401
34	3	Principles of working with and supervising others in a business environment	3	H/601/7645

**'Developing working relationships with team members' - Level 2 unit, is included as a mandatory unit at Level 2 and an optional unit at Level 3.

*'Gaining results from your team' - Level 3 unit, is included as an optional unit at Level 2 and a mandatory unit at Level 3.

Level 5 Diploma in Management

QAN 600/8227/6

Candidates must achieve a minimum of **40 credits**. A total **credit of 10** is required from the Mandatory Unit, with additional minimum **credits of 30** from the Optional Units.

Level 5 units

Unit No.	Level	Unit title	Credit value	Unit reference number
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Mandatory Units

1	5	Principles of management and leadership	10	R/602/1366
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Optional Units

2	4	Managing communications at work	5	F/602/1878
3	5	Personal development	5	J/602/1431
4	5	Leadership in your organisation	5	M/602/1438
5	5	Management of change	5	A/602/1443
6	5	Managing projects	10	R/602/1464
7	5	Developing successful business teams	5	D/602/1466
8	5	Management decision making	10	K/602/2054
9	5	Recruitment and selection	5	J/602/1879
10	5	Managing staff performance	5	M/602/1469
11	6	Quality management in an organisation	5	Y/602/1479
12	5	Managing budgets	5	R/602/1481
13	6	Managing innovation in an organisation	5	D/602/1483
14	6	Principles of strategic management	5	A/602/1488

Assessment

The qualifications are centre assessed and externally verified, in the same way as the NVQs (competence based qualifications). Candidates compile a portfolio of evidence, and can be assessed when ready, rather than waiting.

The units provide suggestions for teaching content, guidance on evidence requirements and ways in which the teaching may be structured so that units which share themes can be taught at the same time.

Progression opportunities

Candidates have the opportunity to progress within the suite of qualifications.

For example, a candidate achieving the Level 2 Certificate, may want to progress vertically onto the Level 3 Certificate.

Alternatively, candidates may wish to progress onto OCR's competence-based qualifications in Team Leading and Management, or consider other related qualifications in areas such as Business and Administration.

Certification

Candidates can gain either unit or full award certificates.

The certificate for the full award will detail the qualification title and the Ofqual accreditation information.

The certificate for the unit will also detail the credit value of the unit achieved.

Qualification support

OCR's website, www.ocr.org.uk, contains an area dedicated to these qualifications. The *Centre Handbook* can also be downloaded from this web page.

If you need clarification on any aspect of the assessment or administration of these qualifications, please contact OCR's Customer Contact Centre on **024 76 851509** or at vocational.qualifications@ocr.org.uk.

OCR runs a regular programme of training workshops for tutors and assessors. For more details, please contact OCR's Training and Customer Support Team on **024 76 496398**.

What to do next?

To seek approval to offer the qualification(s), please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our Customer Contact Centre by phone: **(024 7685 1509)**; email: vocational.qualifications@ocr.org.uk; or in writing: OCR Customer Contact centre, OCR, Coventry Office, Westwood Way, Coventry, CV4 8JQ.

A summary of how the approval process works is provided in our *Admin Guide for Vocational Qualifications* (publication ref. code: A850). Our *Fees Booklet* (publications ref. code: A250) lists the charges for centre evaluation, candidate entries and certification. Both publications are available to download from our website www.ocr.org.uk

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk

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