

Technical specifications for

ILM Level 2

Award and Certificate in Leadership and Team Skills (8000)

Version: 041214

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Note: This a qualification specific document and should always be read in conjunction with the Supporting Notes for ILM VRQs document available at www.i-l-m.com or from ILM Customer Services (customer@i-l-m.com) and the ILM Customer Handbook.

Qualification Purpose and Aim

Who are these qualifications for?

The Award or Certificate in Leadership and Team Skills is ideal for practicing team leaders, helping them become more effective and confident in their role. They also support new or aspiring team leaders - helping them make the transition from working in a team to leading a team.

Benefits for individuals

- Learn core leadership and management skills
- Put these skills into practice in your workplace
- Improve your team's performance
- Get a nationally recognised qualification.

Benefits for employers

- Motivated and competent team leaders
- Increased productivity
- Customise this qualification to suit organisational and individual needs
- Workplace-based assessment ensures new skills are effectively transferred to the job.

The units in this qualification cover a wide range of skills, knowledge and understanding. These include units that focus on communication, working with people, providing direction and leadership, and getting results - from problem-solving to planning and monitoring workloads.

Progression Routes

These qualifications will provide progression opportunities to a range of qualification such as:

Level 2 Award and Certificate in Leadership and Team Skills
<ul style="list-style-type: none">• ILM Level 3 Award or Certificate in Leadership and Management.

Qualifications Specific Occupational Competency Requirements

Centres must ensure they have competent and suitably qualified staff involved in teaching, learning and assessment of ILM qualifications.

Generic occupational competency requirements are listed in the *Supporting Notes for ILM VRQs* document which is downloadable from the ILM website.

Qualifications Structures and Details

ILM Level 2 Award in Leadership and Team Skills

Qualification Accreditation No:	600/5928/X
Planned Operational Start Date:	01/09/2012
Credit Value:	Minimum 3 and maximum 12 credits
Induction:	At least 1 hour
Tutorial Support:	Minimum 2 hours
Guided Learning Hours (GLH):	The overall guided learning hours for the programme depends on the specific units selected, combined with the additional induction and tutorial support cited above.
Duration:	To be completed in 3 years
Rules of Combination:	Learners are required to attain a minimum of 3 credits and a maximum of 12 credits. All units must be taken from Group 1 Refer to the overview of units table.
Assessments:	Criterion assessment applies to all units within this qualification (i.e. the learner must adequately evidence each assessment criterion). For further details see the ILM recommended Mark-Sheet for each unit.

ILM Level 2 Certificate in Leadership and Team Skills

Qualification Accreditation No:	600/5962/X
Planned Operational Start Date:	01/09/2012
Credit Value:	Minimum 13 and maximum 36 credits
Induction:	At least 1 hour
Tutorial Support:	Minimum 2 hours
Guided Learning Hours (GLH):	The overall guided learning hours for the programme depends on the specific units selected, combined with the additional induction and tutorial support cited above.
Duration:	To be completed in 3 years
Rules of Combination:	Learners are required to attain a minimum of 13 credits from a choice of units from Groups 1 and 2 in order to achieve this qualification. A maximum of 6 credits is allowed from Group 2. Refer to the overview of units table.
Assessments:	Criterion assessment applies to all units within this qualification (i.e. the learner must adequately evidence each assessment criterion). For further details see the ILM recommended Mark-Sheet for each unit.

Overview of Units

Group 1

Ref	Unit Title	Level	CV*	GLH*
8000-250	Developing Yourself as a Team Leader	2	1	6
8000-251	Improving Performance of the Work Team	2	1	6
8000-252	Planning and Monitoring Work	2	2	8
8000-259	Understanding the Change in the Workplace	2	2	6
8000-253	Developing the Work Team	2	1	6
8000-268	Leading Your Work Team	2	2	6
8000-260	Maintaining a Healthy and Safe Working Environment	2	1	8
8000-263	Communicating With People Outside the Work Team	2	1	6
8000-254	Induction and Coaching in the Workplace	2	2	8
8000-269	Managing Yourself	2	1	4
8000-261	Diversity in the Workplace	2	1	6
8000-264	Briefing the Work Team	2	1	6
8000-275	Satisfying Customer Requirements	2	1	3
8000-270	Enterprise Awareness	2	3	18
8000-274	Methods of Communicating in the Workplace	2	1	3
8000-262	Using Resources Effectively and Efficiently in the Workplace	2	1	7
8000-265	Workplace Communication	2	1	5
8000-276	Understanding Effective Team Working	2	1	3
8000-257	Providing Quality to Customers	2	1	6
8000-271	Working with Customers Legally	2	1	5
8000-266	Workplace Records and Information Systems	2	1	5
8000-277	Building an Awareness of Waste Management	2	2	9
8000-258	Using Information to Solve Problems	2	1	5
8000-273	Gathering, Interpreting and Utilising Data in the Workplace	2	1	3
8000-267	Business Improvement Techniques	2	2	10
8000-280	Understanding the Implications of Working in an Enterprise	2	3	6
8000-279	Understanding Sales in the Workplace	2	2	7
8000-256	Working Within Organisational and Legal Guidelines	2	1	6
8000-255	Meeting Customer Needs	2	2	6
8000-272	Setting Team Objectives in the Workplace	2	2	6

Group 2

Ref	Unit Title	Level	CV*	GLH*
8000-300	Solving Problems and Making Decisions	3	2	9
8000-301	Understanding Innovation and Change in an Organisation	3	2	9
8000-307	Giving Briefings and Making Presentations	3	2	4
8000-308	Understanding Leadership	3	2	6
8000-312	Understanding Conflict Management in the Workplace	3	1	4
8000-313	Understanding Stress Management in the Workplace	3	1	7
8000-314	Understanding Discipline in the Workplace	3	1	5
8000-316	Understanding the Induction of New Staff in the Workplace	3	1	3
8000-317	Understanding Training and Coaching in the Workplace	3	2	7
8000-320	Managing Workplace Projects	3	2	7
8000-322	Understand the Organisation and its Context	3	2	7
8000-327	Understanding Negotiation and Networking in the Workplace	3	1	6
8000-337	Understanding Security Measures in the Workplace	3	2	7

8000-339	Understanding Good Practice in Workplace Coaching	3	3	9
8000-340	Undertaking Coaching in the Workplace	3	4	6
8000-343	Understanding Mental Health in the Workplace	3	2	5

* Credit Value. ** Guided Learning Hours

Flexible Assessment – Alternative Ways of Assessing

ILM provides ready-made assessment instruments/vehicles (e.g. assignment tasks) for every unit. **These are not mandatory.** Using ILM's flexible assessment approach, centres can develop their own assessment instruments. Please note this does **not** include changing the criteria, just the method by which they are assessed.

There is a range of alternative methods (please refer to the 'ILM Guide to assessing', currently sections 6 and 7). It might be as minor as adjusting the ILM assignment task to contextualise it to a specific employer/situation. More significantly, a centre might use assessed presentations or professional discussions in order to reduce the writing requirement. However, before using a centre-developed assessment instrument, **you first need approval from your ILM Quality & Compliance Manager.**

Centres are also encouraged to combine the assessment of two or more units into an integrated assignment. This reduces the number of assessments and, with astute choice of units, integration can also reduce the amount of assessment. Any integrated assignment can also be assessed using an alternative method as above.

This of course has implications for the marks. When different sized units are integrated, especially from different levels, calculating marks for each assessment criterion is less than straightforward. Some Centres avoid this by using the separate ILM mark sheets. However this misses some of the benefits. Another option is to not use numerical marks at all and combine the mark sheets and simply mark each criterion as pass/refer.