

# BTEC Diploma in Team Leading

The BTEC Level 2 Diploma in Team Leading develops and recognises a broad range of essential skills for team leaders and supervisors.

It is based on recognised occupational standards and is jointly certificated by Best Practice and Pearson – the leading Awarding Organisation for vocational qualifications.

- Course duration: 9 – 12 months
- Assessed through observation, written worksheets, workplace evidence and onscreen tests
- Supported by e.learning and optional in-company workshops

Learners must achieve a total of 40 credits: 22 credits from the mandatory units and at least 18 credits from optional units.

\* These units are assessed through onscreen tests. Credit values are shown below in brackets.

## Level 2

Mandatory units – Group A
■ Manage personal performance and development (4)
■ Communicate work-related information (4)
■ Lead and manage a team (5)
■ Principles of team leading (5) *
■ Understand business (4) *
Optional units – Group B
■ Develop working relationships with colleagues (3)
■ Contribute to meetings in a business environment (3)
■ Manage team performance (4)
■ Manage individuals' performance (4)
■ Chair and lead meetings (3)
■ Encourage innovation (4)
■ Manage conflict within a team (5)
■ Collaborate with other departments (3)
■ Participate in a project (3)
Optional units – Group C
■ Employee rights and responsibilities (2)

### Highlights

- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors

### Progression

Learners may progress to a range of Level 3 qualifications including a Level 3 Diploma in Management.