

# NCFE Level 2 Certificate in Principles of Team Leading (RQF)



## Overview

The Level 2 Certificate in Principles of Team Leading is designed to enhance your leadership skills and prepare you to lead a team effectively. This course will help you develop confidence in people management, improve workplace morale, and address leadership challenges. Whether you are an individual looking to develop your leadership skills or an employer seeking to upskill your team, the Level 2 Certificate in Principles of Team Leading will equip you with the knowledge and expertise to successfully lead a team. This Level 2 qualification is accredited by UK OfQual and delivered 100% online.

## Scope of this Qualification

This qualification is particularly beneficial for individuals looking to advance into leadership roles such as Team Leader, Section Leader, Floor Leader, Trainee Supervisor, Call Centre Team Manager, or Supervisor. It also provides an opportunity to explore specialist areas like health and safety and employee rights and responsibilities, ensuring a broader understanding of leadership responsibilities.

## Duration and Delivery

This Level 2 Certificate in Principles of Team Leading qualification is designed to be completed online at the pace that suits you. Our Level 2 Certificate in Principles of Team Leading course can take as little as 4 weeks or up to 6 months, depending on your previous experience and the time you can dedicate to the course. This Level 2 Certificate is delivered through our Virtual Learning Environment (VLE) whereby you are provided online tutor support to successfully complete your course.

## Assessment and Verification

This qualification will be internally assessed by our qualified assessors and externally verified by awarding organisation through portfolio of evidence. The assessment takes in the form of eight written assignments and work products, detailed guidance for which will be provided by the tutor once you start the course.

Portfolios will be submitted in batches of learners twice a year, in February and July, for sampling and certification by the awarding body. Learners are advised to submit their work at least one month in prior to ensure they receive their certification within the respective time frame.

## Progression

Upon completing the NCFE Level 2 Certificate in Principles of Team Leading, you can improve your career prospects and also progress on to further qualifications, such as:

- [Focus Awards Level 2 Award in Employment Rights and Responsibilities](#)
- [Focus Awards Level 2 Certificate in Equality and Diversity](#)
- [Focus Awards Level 3 Award in Education and Training](#)
- [Focus Awards Level 3 Certificate in Supporting Teaching and Learning in Schools](#)
- [Focus Awards Level 4 Certificate in Higher Level Teaching Assistants](#)

This qualification serves as a stepping stone into leadership roles and further professional development.

## APPLY NOW

18	Course Credits
180	Total Qualification Time
160	Guided Learning Hours

## Duration

Fast Track	4 Weeks
Full Time	Up to 6 Months

## Entry Requirements

There are no specific entry requirements for this qualification. However, the learners must be 16 years or above to get themselves enrolled in this course.

## Unit Structure

- Unit 1:** Principles of Team Leading
- Unit 2:** Understanding Safeguarding
- Unit 3:** Understand How to Communicate Work-Related Information
- Unit 4:** Understand How to Manage Performance and Conflict In The Workplace
- Unit 5:** Understand How to Deliver Customer Service and Resolve Problems
- Unit 6:** Understand How to Develop Working Relationships with Colleagues
- Unit 7:** Introduction to Coaching
- Unit 8:** Understand Personal Development