



# ILM IQUAL AWARD IN TEAM LEADING



ILM/IQ/ATL/0310

## Introducing the qualification

ILM's suite of International Team Leading qualifications are designed to support and recognise the development of potential and experienced team leaders at all levels, and to help them to progress in their chosen careers.

The ILM IQual Award in Team Leading is aimed at those moving into, or just starting out in team leadership, and provides a good foundation for this role. It comprises one mandatory unit covering the development of essential team leading skills and knowledge plus a selection of optional units, which enable you to build the qualification that meets your specific needs and circumstances. You can choose from a wide range of subject areas including induction and coaching, managing change and workplace information systems.

### Progression

As you progress in your career there are a number of ILM qualifications that can help you in your new role, recognise your knowledge and achievements and prepare you for your next move. On completion of the Award you can progress to the IQual Certificate in Team Leading or Award in First Line Management.

## Qualification overview

	<b>ILM IQual Award in Team Leading</b>
<b>Credit value*</b>	<ul style="list-style-type: none"><li>• Minimum 3 credits to a maximum of 12 credits</li></ul>
<b>Guided learning</b>	<ul style="list-style-type: none"><li>• Minimum of 16 hours</li></ul>
<b>Duration</b>	<ul style="list-style-type: none"><li>• Completion within three years</li></ul>
<b>Structure</b>	<ul style="list-style-type: none"><li>• Induction – one hour</li><li>• Tutorial support – at least one hour</li><li>• One mandatory unit with a credit value of 1</li><li>• Selected optional units with a total minimum credit value of 2</li></ul>
<b>Assessment</b>	<p>The mandatory unit is assessed through a reflective review.</p> <p>Assessment of optional units is through reflective review, case studies, oral briefings, short answer questions or workbased assignments, depending on the units chosen.</p>
<b>Entry requirements</b>	<p>There are no formal entry requirements, but you will need to be in a position to generate evidence to demonstrate competence against the standards.</p>

\* Credit value

The term 'credit' in all ILM International Qualifications provides an indication of learning time, where one credit is approximately 10 hours. Learning time includes the average time it takes a learner to complete the learning outcomes. This could include tutorial time, group work, private study, reading, research, practical learning, work-based learning and assessment.

Please note 'credit' on ILM IQuals does not refer to qualification credit in the UK or other qualification frameworks. Successful IQual learners may transfer their IQual into a UK qualification through a Recognition of Prior Learning process. Please contact your local City & Guilds or ILM office for further information.



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## Overview of units

Ref	Unit title	CV*	M**
M2.01	Developing Yourself as a Team Leader	1	A
M2.02	Motivating the Work Team to Perform	1	
M2.03	Planning and Monitoring Work	2	
M2.04	Developing the work team	1	
M2.05	Induction and coaching in the workplace	2	
M2.06	Leading the work team lawfully	1	
M2.07	Fulfilling customer requirements	2	
M2.08	Providing quality to customers	1	
M2.09	Using information to solve problems	1	
M2.10	Dealing with change in the workplace	2	
M2.11	Maintaining a healthy and safe work environment	2	
M2.12	Diversity in the workplace	1	
M2.13	Using resources efficiently in the workplace	1	
M2.14	Communicating with people outside the work team	1	
M2.15	Briefing the work team	1	
M2.16	Workplace communication	1	
M2.17	Workplace information systems	1	
M2.18	Business improvement techniques	2	
M2.19	Leading your work team	2	
M2.20	Managing yourself	1	
M2.21	Enterprise awareness	3	
M2.22	Dealing with customers lawfully	1	

\* Credit value

\*\* Mandatory. Learners must complete the associated mandatory unit for their qualification, marked 'A' = Award, then choose the remaining units to make up the required minimum credit value of 3

## Learning resources

There are a range of support materials for ILM qualifications, for full details browse online at [www.i-l-m.com/shop](http://www.i-l-m.com/shop). The following are among those suitable for the ILM IQual Award in Team Leading:

- **Building Success** – this flexible, user-friendly training resource for comprises 115 30-minute sessions on a single CD
- **Leading Teams** – this best seller from David Pardey is our recommended study aid for Team Leading qualifications
- **Unit Assessments** – these ready-to-use assessments, available at all levels, complete with mark sheets are available for purchase or download
- **Online tools** – including e-learning and support material

## ILM membership

All learners gain free studying membership of ILM for one year. Designed to help candidates get the most from their course and advance their management career, studying membership gives access to a wide range of specialist support and development materials and services. Learners activate their ILM studying membership online at [www.i-l-m.com/activate](http://www.i-l-m.com/activate) and can upgrade any time to professional membership – gaining an additional range of membership services and the use of post nominal letters (eg AInstLM).

## Contact ILM [www.i-l-m.com](http://www.i-l-m.com)

The ILM Qualification and Membership teams are dedicated to providing the very best in customer care. If you need guidance on any aspect of leadership and management development, whether at an individual or organisational level, contact ILM.

For information on any aspect of ILM qualifications and learning resources contact **+44 (0)1543 266867** or email **customer@i-l-m.com**

For information on ILM membership contact **+44 (0)1543 266886** or email **membership@i-l-m.com**

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