



ILM IQUAL CERTIFICATE IN TEAM LEADING



ILM/IQ/CITL/0310

Introducing the qualification

ILM's suite of international management qualifications are designed to support and recognise the development of potential and experienced managers at all levels, and to help them to progress in their chosen careers.

The ILM IQual Certificate in Team Leading is aimed at those with some experience in leading teams who are looking for recognition of their existing experience and to further develop their skills and knowledge in a flexible and practical way. It builds on the IQual Award in Team Leading and broadens the skills and knowledge in a flexible and practical way.

The Certificate comprises three mandatory units covering the development of essential team leading skills and knowledge including personal development, motivating your team and planning and delivering work. You can then select from a wide range of optional units, which enable you to build the qualification that meets your specific needs and circumstances. Subject areas include health and safety, problem solving and business improvement techniques.

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 IQual Certificate in Team Leading you can progress to the IQual Award in First Line Management.

Qualification overview

	ILM IQual Certificate in Team Leading
Credit value*	<ul style="list-style-type: none">• Minimum 13 credits
Guided learning	<ul style="list-style-type: none">• Minimum of 61 hours
Duration	<ul style="list-style-type: none">• Completion within three years
Structure	<ul style="list-style-type: none">• Induction – two hours• Tutorial support – at least two hours• Three mandatory units with a total credit value of 4• Selected optional units with a total minimum credit value of 9
Assessment	<p>The mandatory units are assessed through reflective review and project work.</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>
Entry requirements	<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	C
M2.02	Motivating the Work Team to Perform	1	C
M2.03	Planning and Monitoring Work	2	C
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 units for their qualification, marked 'C' = Certificate, then choose the remaining units to make up the required minimum credit value of 13

Learning resources

There are a range of support materials for ILM qualifications, for full details browse online at www.i-l-m.com/shop. The following are among those suitable for the ILM IQual Certificate 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 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

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**

Customer Services

Stowe House
Netherstowe
Lichfield
WS13 6TJ

T +44 (0)1543 266867

F +44 (0)1543 266811