



ILM LEVEL 2 QUALIFICATIONS IN EFFECTIVE TEAM MEMBER SKILLS

ILM/L2ACIETMS/1109

Introducing the qualifications

The ILM Level 2 Award and Certificate in Effective Team Member Skills have been designed to provide practicing team members and potential team leaders with the knowledge and skills that will assist their personal development and enable them to become more effective in their workplace.

The Award

The Award is a concise qualification designed to give learners a basic knowledge of the various roles, functions and responsibilities within a team and the limits of their authority and accountability. The mandatory unit in 'Developing yourself as an effective team member' is a good starting point for those who are new to their roles, or for aspiring leaders who wish to gain a solid understanding of team dynamics and effective leadership.

The Certificate

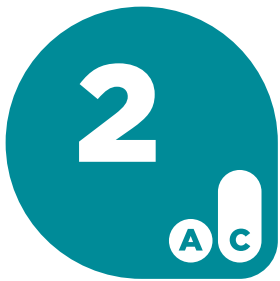
The Certificate has been designed to develop the knowledge and team skills that practicing team members and potential team leaders require to become more effective in their workplace and to lead a successful team.

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 or Certificate, you may choose to further develop your management skills with the ILM Level 2 Award or Certificate in Team Leading or the ILM Level 3 Award, Certificate or Diploma in First Line Management.

Qualifications overview

	Level 2 Award in Effective Team Member Skills	Level 2 Certificate in Effective Team Member Skills
Credit value	<ul style="list-style-type: none"> • 3 credits 	<ul style="list-style-type: none"> • 13 credits
Guided learning	<ul style="list-style-type: none"> • Minimum 11 	<ul style="list-style-type: none"> • Minimum 48
Duration	<ul style="list-style-type: none"> • Completion within three years 	<ul style="list-style-type: none"> • Completion within three years
Structure	<ul style="list-style-type: none"> • Induction – one hour • Tutorial support – at least one hour • One mandatory unit with a credit value of 3 	<ul style="list-style-type: none"> • Induction – one hour • Tutorial support – at least two hours • Two mandatory units with a combined credit value of 13
Assessment – mandatory units	<ul style="list-style-type: none"> • Reflective Review 	<ul style="list-style-type: none"> • Reflective Knowledge Review and • Reflective Review
Entry requirements	<p>There are no formal entry requirements, but participants will normally be working within a team in order to use their workplace experiences as the basis for their learning.</p>	



ILM LEVEL 2 QUALIFICATIONS IN EFFECTIVE TEAM MEMBER SKILLS

Overview of units

Ref	Unit title	CV*	Mandatory
M2.33	Developing Effective Team Member Skills	10	C
M2.34	Developing Yourself as an Effective Team Member	3	A C

* Credit value
Candidates must complete the associated mandatory units for their qualification, marked A = Award and C = Certificate.

Learning resources

ILM offers learning providers a range of support materials for these qualifications including:

- **Building Success 2.** This flexible user friendly resource comprises 117 thirty minute sessions mapped to the ILM Level 2 units in a 'license to print' format on a single CD
- **Leading Teams.** Written by David Pardey and endorsed by leadership guru John Adair, this publication is highly recommended for those interested in developing successful leadership skills and techniques.
- **Unit assessments.** These ready-to-use assessments, complete with mark sheets, are available for purchase or download.

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 **01543 266867** or email **customer@i-l-m.com**

For information on ILM membership contact **01543 266886** or email **membership@i-l-m.com**

Customer Services

Stowe House
Netherstowe
Lichfield
WS13 6TJ
T 01543 266867
F 01543 266811