



North Tyneside Council

Level 2 Certificate in Principles of Team Leading

Enrolment Requirements

For more information or to apply ring (0191 643 2288) or to apply online go to: <https://skillsnorthtyneside.org.uk/>

Being able to manage a team effectively is critical in the current job market, where employee productivity and team outcomes are closely monitored. Learners should be aged 19 and over and seeking to develop their knowledge and understanding of the principles of effective team leadership in a range of contexts.

This is a home learning course, to support you to develop your knowledge and understanding at your own pace and in your own environment however you must attend an induction session before you can begin your studies.

What will I learn on this course?

Strong team leadership is essential for providing guidance, direction and instruction within a group and inevitably lead to more effective teamwork and more motivated employees. It is highly sought-after skill for many employers particularly to support career progression and development.

During the course you will study:

- Principles of team leading
- Understanding business
- Understanding how to communicate work-related information

You will also have the option to choose five of the below topics to personalise your qualification:

- Introduction to coaching
- Introduction to mentoring
- Understanding personal development
- Understanding customers
- Customers service and problem solving
- Effective working relationships with colleagues
- Understanding Health & Safety procedures

Page 1 of 2: continued overleaf

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| Assessment | Awarding body: NCFE |
| <p>This course is delivered via distance learning. During induction you will receive your own study pack, alongside a dedicated tutor who can contact throughout your studies. Your study packs comprise a set of high quality knowledge workbooks that are designed to help you learn independently through a range of reflective activities. You will also be shown how to access your personal online assessment account where you will document your evidence.</p> | |

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| Course Length |
| 20 weeks |

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| Attendance |
| This is a home learning programme but you must attend the induction session. If you require additional support tutorials can be arranged either face to face, over the telephone or by email. |

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| What else do I need to know? |
| Please note whilst the course is free, there is a £50 withdrawal fee if you leave or are withdrawn from the course without completion. |

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| What could I do next? |
| <p>You could progress onto other Distance Learning programmes such as:</p> <ul style="list-style-type: none"> • Level 1 Certificate in Digital Skills • Level 2 Certificate in Customer Services • Level 2 Certificate in Business Admin • Level 2 Digital Skills for Work <p>Pathways to employment qualifications such as:</p> <ul style="list-style-type: none"> • Level 2 Certificate in Supporting Teaching and Learning • Level 2 Diploma for the Early Years Educator • Level 2 Functional Skills in ICT <p>Or an apprenticeship vacancy with an employer on a standard such as:</p> <ul style="list-style-type: none"> • Business Administration • Customer Service • Team Leading <p>Find all out latest course information at: https://skillsnorthtyne.org.uk/adult-learning-courses/</p> |