



Foundation Apprenticeship in Team Leading

Overview

The Foundation Apprenticeship in Team Leading is suitable for any individual who is in a supervisory position within their current job role. You will need to demonstrate that you have a detailed understanding of the procedures and tasks undertaken within your area of operations and will need to demonstrate that you are responsible for leading a team, helping the group to achieve objectives and develop performance. The Apprenticeship consists of qualifications that are included in the Credit and Qualifications Framework for Wales (CQFW) and provides a flexible approach to learning through the selection of units and credits.

Designed for learners to:

Demonstrate a broad set of skills when carrying out a range of team leading tasks including leading team and individual performance.

Develop their understanding of the principles that underpin leading a team including leadership styles, team dynamics, managing the work of teams and communication techniques.

Demonstrate occupational competence in a range of business settings and within organisations of varying sizes and sectors.

For example:

- > Team leader
- > Section leader
- > Trainee supervisor
- > Floor manager
- > Help desk leader
- > Team coordinator

This framework includes the following components:

- > ILM Level 2 Diploma in Team Leading
- > Essential Skills Wales Level 1 in Communication
- > Essential Skills Wales Level 1 in Application of Number
- > Essential Skills Wales Level 1 Digital Literacy

Mae'r Rhaglenni Prentisiaeth, Hyfforddeiaeth a Thwf Swyddi Cymru, a arweinir gan Lywodraeth Cymru, yn cael cymorth ariannol gan Gronfa Gymdeithasol Ewrop

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Qualification structure:

To achieve a Level 2 Diploma in Team Leading, learners must complete a minimum of 40 credits:

- > 22 credits from MANDATORY GROUP A
- > A minimum of 12 credits from OPTIONAL GROUP B
- > A maximum of 6 credits from OPTIONAL GROUP C

A minimum of 40 credits must be achieved through the completion of units at Level 2 or above.

Mandatory Group A

Title	Level	Credit
Manage personal performance and development	2	4
Communicate work-related information	2	4
Lead and manage a team	2	5
Principles of team leading	2	5
Understand business	2	4

Optional Units – Group B

Title	Level	Credit
Develop working relationships with colleagues	2	3
Contribute to meetings in a business environment	2	3
Principles of equality and diversity in the workplace	2	2
Promote equality, diversity and inclusion in the workplace	3	3
Manage team performance	3	4
Manage individuals' performance	3	4
Chair and lead meetings	3	3
Encourage innovation	3	4
Manage conflict within a team	3	5
Procure products and/or services	3	5
Collaborate with other departments	3	3
Participate in a project	3	3



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Optional Units – Group C

Title	Level	Credit
Health and safety procedures in the workplace	2	2
Store and retrieve information	2	4
Handle mail	2	3
Employee rights and responsibilities	2	2
Deliver customer service	2	5
Understand customers	2	2
Resolve customer service problems	2	5
Negotiate in a business environment	3	4
Develop a presentation	3	3
Deliver a presentation	3	3
Resolve customers' complaints	3	4

Barred units

This unit	Is barred against this unit
Contribute to meetings in a business environment (Y/506/2958)	Chair and lead meetings (Y/506/1924)
Principles of equality and diversity in the workplace (J/506/1806)	Promote equality, diversity and inclusion in the workplace (T/506/1820)

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