



CITY AND ISLINGTON  
COLLEGE

wk<sup>©</sup>

Westminster  
Kingsway College

The College of  
Haringey, Enfield  
and North East London



Capital  
City  
College  
Training



# Team Leading Principles - Level 2 Certificate (NCFE)

This qualification is designed to provide you with the knowledge and understanding required to successfully lead a team. This course is useful for anyone who would like to develop their team leading skills.

Strong team leadership is essential for providing guidance, direction and instruction within a group and inevitably leads to more effective teamwork and more motivated employees. Being able to manage a team effectively is critical in the current job market, where employee productivity and team outcomes are closely monitored.

You can enrol on our FREE distance learning courses from the comfort of your own home, with all workbooks and assessments available online with the help of your tutor who will be assigned to support you throughout your training. All you'll need is a computer (laptop or PC, Windows, or Mac), tablet and access to the internet.

Awarding body: NCFE/CACHE

Duration of course: 2-3 Months

Guided learning hours: 160

## WHAT WILL I STUDY?

To be awarded the Level 2 Certificate in Principles of Team Leading, learners are required to successfully complete 3 mandatory units and 5 optional units:

- Unit 01 – Principles of team leading
- Unit 02 – Understanding business
- Unit 03 – Understanding how to communicate work-related information
- Unit 08 – Understanding how to develop working relationships with colleagues
- Unit 09 – Understanding health and safety procedures in the workplace
- Unit 11 – Introduction to coaching
- Unit 12 – Introduction to mentoring
- Unit 13 – Understanding personal development

## WHAT WILL I NEED?

**Time:** This is an online course that you can work on at your own pace. You will be allocated a tutor to provide you with online guidance and support.

**Duration:** This course typically takes 2 - 3 months to complete

**Venue:** Online



To enrol with us you must live in London or a non-devolved area of England and:

- Be aged 19 or over
- Be able to provide a British or Irish Passport with three years' residency in the EU/EEA or
- Have a European Union Settlement Scheme residence (EUSS) with three years' residency in the EU/EEA and UK and have lived in the UK prior to 31 December 2020 or
- Have a biometric residence card permitting study in the UK along with having lived in the UK for the at least the last three years and
- Be able to provide current proof of JSA, IS, UC or ESA or proof of salary

You will be contacted and asked to complete a short English assessment and enrolment, online or at the college.

## WHAT WILL IT COST?

FREE – If you meet the eligibility criteria

## WHAT CAN I DO AFTER?

The qualification can support progression to further sector-specific training and qualifications for the following types of roles:

- Customer Service
- Housing
- Voluntary sector
- Sport and Recreation
- Hospitality
- Travel and Tourism

**Time:** This is an online course that you can work on at your own pace. You will be allocated a tutor to provide you with online guidance and support.

**Duration:** This course typically takes 2 - 3 months to complete

**Venue:** Online

