

Level 3 Certificate in Team Leading (Management) (QCF)

About the course

This qualification will allow learners to develop management, leadership and employability skills, which are all essential for the workplace. There is a wide range of optional units covering different aspects of management and leadership, which allows the learner choice to select units in a specialist area, or to spread their choice of units across several specialist areas.

Structure of Course

A minimum of 25 credits is required overall for completion of this qualification, which must include a minimum of 14 credits at, or above, Level 3. The mandatory units for this qualification are units A2 (4 credits), B5 (5 credits) and D5 (5 credits). Learners must also choose optional units with a combined minimum total of 11 credits in order to achieve the qualification.

Assessment

The overall grade for these qualifications is a 'pass'. Learners must achieve all the required units within the specified qualification structure.

To pass a unit the learner must:

- Achieve all the specified learning outcomes
- Satisfy all the assessment criteria by providing sufficient and valid evidence for each criterion
- Show that the evidence is their own.

These qualifications are designed to be assessed:

- In the workplace, or
- In conditions resembling the workplace, as specified in the Skills for Logistics assessment guidance for qualifications in the QCF, or
- As part of a training programme.

Contact us

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Course Modules

Mandatory units

- Manage own professional development within an organisation
- Set objectives and provide support for team members
- Plan, allocate and monitor work of a team

Optional units

- Develop, maintain and review personal networks
- Provide leadership and direction for own area
- Ensure compliance with legal, regulatory, ethical and social requirements
- Manage risk in own area of responsibility
- Review risk management processes in own area of responsibility
- Manage personal development
- Manage or support equality of opportunity, diversity and inclusion in own area of responsibility
- Support team members in identifying, developing and implementing new ideas
- Implement change in own area of responsibility
- Develop working relationships with colleagues and stakeholders

Remainder of units can be found on the awarding body provider's website.