



# ILM LEVEL 2 CERTIFICATE IN LEADERSHIP & TEAM SKILLS



*(Potential grant available from the DESC)*

## Introduction

The Level 2 Certificate in Leadership and Team Skills aims to give practicing and potential team or cell leaders the foundation for their formal development. It is also appropriate for participants working from inside teams or cells, who may not be specifically designated as team leaders but who have some responsibility for the group's outputs. The programme content may also provide evidence towards a portfolio for other qualifications.

The programme has two primary objectives:

- to assist participants in gaining the basic knowledge required by a team or cell leader
- to develop basic team leading skills

The ILM Level 2 Certificate in Leadership and Team Skills will offer delegates who complete it a nationally-recognised Level 2 vocational qualification, and the right to Affiliate Membership of the Institute of Leadership and Management (AInstLM)

The full Certificate consists of an induction, nine learning units, tutorial support, and an assessment process.

The TLC programme delivers the learning modules over 6 days of tutor-led learning (see the following pages for the content and schedule). Some work for assessment is expected to take place outside this time.

This programme will start in October 2024. Please note that places are limited (12 only).

## How long will it take?

The TLC programme will run over 5 months, as shown on the schedule below.

The TLC programme is primarily tutor-led, providing a valuable opportunity for work with a peer group. However, some flexibility can be allowed through the use of alternative learning methods. These can also be effective in fitting study around personal and work lives.

## Assessment

1. Three assignments providing evidence of learning and application in the workplace, considering your own practice and how it can be developed. One will include an oral briefing about improving the performance of your team.
2. Knowledge Assessment (four sets of structured-answer questions - SAQs)

## Course Costs

The total price for this course will be £1,295 + VAT per person. This price includes the registration fee charged by ILM to attend this programme.

If you are eligible you can request a grant of 30% of the total price from the Department of Education, Sport & Culture. A guidance sheet on how to claim this grant is available from TLC.

## Course Content – ILM Level 2 Certificate in Leadership and Team Skills

### Developing Yourself as a Team Leader

- Understand the role & responsibilities of a team leader
- Able to seek feedback on their workplace performance to identify strengths, weaknesses & areas for improvement

Assessed by Assignment Task

### Leading Your Work Team

- The difference between leadership & management
- A range of leadership styles, their benefits & potential impact on individuals & performance

Assessed by Assignment Task

### Improving the Performance of the Work Team

- Understand the organisation's requirements in relation to team performance
- How to address underperformance
- The role of motivation in improving performance

Assessed by Assignment Task

### Planning & Monitoring Work

- How to work within the organisational guidelines to achieve team goals
- How to plan & allocate work
- How to monitor a team's performance against the plan

Assessed by SAQ

### Using Information to Solve Problems

- Be able to use information to solve problems

Assessed by SAQ

### Understanding Change in the Workplace

- Understand change in the workplace
- Know how to support the implementation of change in the workplace

Assessed by SAQ

### Using Resources Effectively & Efficiently in the Workplace

- Understand the importance of using physical resources effectively & efficiently in the workplace

Assessed by SAQ

### Briefing the Work Team

- How to plan for a team briefing
- Able to deliver a team briefing
- Able to report back on a team briefing

Assessed by delivery of briefing

### Workplace Communication

- Understand the importance of effective communication
- Understand methods of communication
- Importance of maintaining accurate records of communication

Assessed by SAQ

### Methods of Communication

- Understand the importance of effective communication in the workplace
- Understand how to use methods to communicate effectively in the workplace

Assessed by SAQ

## Delivery Timetable – ILM Level 2 Certificate in Leadership and Team Skills

<b>Day 1</b>	09:30 – 11:00	Induction
<i>Tue 15 October</i>	11:00 – 17:00	Developing Yourself as a Team Leader
<b>Day 2</b>	09:30 – 12:30	Leading Your Work Team
<i>Tue 12 November</i>	13:30 – 17:00	Improving the Performance of the Work Team
<b>Day 3</b>	09:30 – 12:30	Planning & Monitoring Work
<i>Wed 13 November</i>	13:30 – 17:00	Using Resources Effectively & Efficiently
<b>Day 4</b>	09:30 – 12:30	Understanding Change
<i>Thu 12 December</i>	13:30 – 17:00	Briefing the Work Team - Theory
<b>Day 5</b>	09:30 – 17:00	Workplace Communication
<i>Wed 8 January</i>		
<b>Day 6</b>	09:30 – 12:30	Using Information to Solve Problems
<i>Thu 9 January</i>	13:30 – 17:00	Briefing the Work Team - Practical
<b>Day 7 – ½ day</b>	09:30 – 11:30	Catch-up & review
<i>Tue 11 February</i>	11:30 - 13:00	Review of assessments

In addition to the tutorial hours shown on this schedule, additional time will be scheduled by arrangement individually.

## Privacy Statement

TLC Business Solutions Ltd takes your privacy seriously. We collect personal information for the purposes of administering and promoting our business and to provide services requested. We will only collect the information necessary for these purposes, and we will keep it only as long as it is necessary for these purposes. If you make a booking on behalf of others and you share their information with us, we will apply the same standards to their information.

We will only share personal information as follows:

- With organisations who are our clients, and only then about the progress of people with whom we are working on the organisation's behalf.
- With ILM when a delegate is registered for a programme accredited by them.

If you do not want us to contact you for marketing purposes, if you have any questions or concerns about our use of your information, or if you wish to exercise any of your rights under data protection law including the right to object, please tell us: phone: +44 (0)1624 664789 or email: [info@tlc.co.im](mailto:info@tlc.co.im). You can find our full privacy policy at [www.tlc.co.im](http://www.tlc.co.im)

**APPLICATION FORM – Level 2 October 2024** (It is important that you complete all fields)

Mr/Miss/Ms/Mrs (please delete as appropriate)

**First Name:** ..... **Surname:** .....

**Date of Birth:** ..... **Place of Birth:** .....

<b>Ethnic origin</b>	White	<input type="checkbox"/>	Black – Caribbean	<input type="checkbox"/>	Black – African	<input type="checkbox"/>
	Black – Other Black groups	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>
<b>Do you consider that you have a disability?</b>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>		

We collect information about sex, ethnic origin and disability in order to monitor and evidence diversity as recommended by ILM as part of our accreditation, and this may be shared with ILM. They keep this data as anonymised statistics, but we keep it associated with your other information. Date of birth is required in order to register for a qualification, and we can't register you without it. If you consent to this, please tick to confirm

**Correspondence Address:** .....  
.....

**Position within Company:** .....

**Company:** .....

**Company Address:** .....  
.....

**E-mail Address:** .....

**Work Telephone:** ..... **Work Fax:** .....

**Training Manager:** .....

**Training Manager's e-mail address:** .....

**FEES**

By authorizing this form, you undertake to pay £1,295 + VAT to TLC Business Solutions. If you are eligible to receive a grant from the Department of Education, Sport & Culture you will be able to reclaim up to a maximum of 30% of the total cost (£388) on completing the programme.

**CANCELLATION AND REFUND POLICY;**

Courses cancelled 28 days or more in advance	No charge/Full refund
Courses cancelled 27 - 7 days in advance	50% charge/refund
Courses cancelled less than 7 days in advance	Full charge/No refund

**CHANGE OF DATE, VENUE OR TUTOR**

TLC Business Solutions reserves the right to change course dates, venues and tutors in exceptional circumstances. We will of course advise you of any change as early as possible.

Authorised by..... Position.....

Print Name: ..... Date .....

**PLEASE POST COMPLETED FORM TO:**

**TLC Business Solutions  
Global House  
Station Road  
Ballasalla  
Isle of Man IM9 2AE**