
Qualification Specification

600/3775/1

iCQ Level 2 Certificate in Principles of
Team Leading (RQF)



Qualification Details

Title : iCQ Level 2 Certificate in Team Leading Principles (RQF)
Awarding Organisation : [iCan Qualifications Limited](#)
Fees Price List Url : <https://icanqualify.net>
Qualification Type : RQF
Qualification Sub Type : None
Qualification Level : Level 2
Qualification Sub Level : None
EQF Level : Level 3
Regulation Start Date : 27-Oct-2011
Operational Start Date : 01-Nov-2011
Offered In England : Yes
Offered In Wales : Yes
Offered In Northern Ireland : Yes
Assessment Language In English : Yes
Assessment Language In Welsh : No
Assessment Language In Irish : No
SSA : 15.3 Business Management
Purpose : D. Confirm occupational competence and/or 'licence to practice'
Sub Purpose : D1. Confirm competence in an occupational role to the standards required
Total Credits : 13
Min Credits at/above Level : 13
Minimum Guided Learning Hours : 55
Maximum Guided Learning Hours : 55
Diploma Guided Learning Hours : 55
Barring Classification Code : ZZZZ
Overall Grading Type : Pass
Assessment Methods : E-assessment, Portfolio of Evidence
Structure Requirements : To gain this qualification, the Learner must achieve the 3 mandatory units in Group A attaining 13 credits.
Age Ranges : Pre-16 : No; 16-18 : Yes; 18+ : No; 19+ : Yes
Qualification Objective : This qualification is for those individuals who wish to develop their knowledge and understanding of leading a team and / or are planning to move into a team leading role

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Rules of Combination (ROC)

Group Name	Mandatory	#Units	Minimum Units	Maximum Units	Minimum Credits	Maximum Credits
A) Group A - Mandatory units	Yes	3	3	3	13	0

Group A Group A - Mandatory units

URN	Title	Level	GLH	Credit
A/602/1295	Team Leading Responsibilities	2	20	5
F/602/1282	Managing yourself and providing direction to your team	2	20	5
T/602/1294	Communicating Information and Knowledge in the Workplace	2	15	3

Unit Specification
A/602/1295
 Team Leading Responsibilities



Qualification Framework: RQF
 Title : Team Leading Responsibilities
 Unit Level : Level 2
 Unit Sub Level : None
 Guided Learning Hours : 20
 Unit Credit Value : 5
 SSAs : 15.3 Business Management
 Unit Grading Structure : Pass
 Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: A/602/1295 : Team Leading Responsibilities	
Understand how to develop productive working relationships with colleagues	
Assessment Criterion - The learner can:	
01.01	Describe the benefits of developing productive working relationships with colleagues.
01.02	Identify how to form relationships with colleagues and those in other organisations
01.03	Describe how to behave professionally when working with colleagues
Understand how to communicate effectively with colleagues	
02.01	Identify the principles of effective communication.
02.02	Identify how to communicate effectively with colleagues
02.03	Describe how to receive and clarify own understanding of information when communicating
Understand how to manage conflict with colleagues	
03.01	Identify how to recognise conflicts of interests with colleagues
03.02	Identify measures that can be used to manage or resolve conflicts
Understand how to manage diversity in working relationships	
04.01	Identify how to take account of diversity issues when developing productive working relationships
Understand the importance of information exchange and feedback	
05.01	Identify the importance of exchanging information and resources with colleagues
05.02	Identify how to use feedback on your own performance from colleagues
05.03	Describe how to provide useful feedback to colleagues
Understand leadership styles and ways of motivating, supporting and encouraging teams	
06.01	Identify different styles of leadership
06.02	Identify ways to motivate, support and encourage team members
06.03	Describe how to recognise team achievement
06.04	Explain why it is important to encourage others to take the lead.
06.05	Explain what the benefits are of recognising creativity and innovation within a team
Understand how to manage conflict when leading a team	
07.01	Identify the types of conflict that may arise within a team
07.02	Explain how to manage possible conflict within a team
Understand how to identify work-related difficulties and how to find potential solutions	
08.01	Identify types of work-related difficulties and conflicts of interest
08.02	Explain how to resolve identified and potential work-related difficulties

Unit Specification
F/602/1282
 Managing yourself and providing direction to your team



Qualification Framework: RQF
 Title: Managing yourself and providing direction to your team
 Unit Level: Level 2
 Unit Sub Level: None
 Guided Learning Hours: 20
 Unit Credit Value: 5
 SSAs: 15.3 Business Management
 Unit Grading Structure: Pass
 Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

Unit: F/602/1282 : Managing yourself and providing direction to your team	
Understand the principles of resource management and managing resources	
Assessment Criterion - The learner can:	
01.01	Identify why managing your own knowledge and understanding is important
01.02	Identify why managing your own skills and time is important
01.03	Identify the requirements of a work role
01.04	Know how to set work objectives which are SMART
01.05	Identify a range of development activities that contribute to your own performance
Understand how to plan and undertake development effectively	
02.01	Identify what an effective development plan should contain
02.02	Identify the different types of development activities that can be undertaken to address identified gaps in knowledge and understanding
02.03	Identify how development activities contribute to performance
Understand how to monitor your own development	
03.01	Identify how to update development plans and work objectives in light of your performance.
03.02	Identify how to update development plans and work objectives in light of feedback received from colleagues and managers.
03.03	Identify how to record the use of your time and identify possible improvements
Understand how to identify team leading qualities	
04.01	Describe different ways of communicating effectively with a team
04.02	Identify how to set work objectives that are SMART
Understand the importance of planning within team leading	
05.01	Identify how to plan the achievement of team objectives
05.02	Describe why it is important to involve team members in the planning process
05.03	Identify why it is important to show team members how personal work objectives contribute to the overall achievement of team objectives
Understand leadership styles and ways of motivating, supporting and encouraging teams	
06.01	Identify different styles of leadership
06.02	Identify ways to motivate, support and encourage team members to achieve work objectives
06.03	Describe how to recognise team achievement
06.04	Explain why it is important to encourage others to take the lead.
06.05	Explain what the benefits are of recognising creativity and innovation within a team
Understand how to manage conflict and difficulties when leading a team	
07.01	Identify the types of conflict and difficulties that may arise within a team
07.02	Explain how to manage possible conflict and difficulties within a team
07.03	Explain how support can be given to colleagues to overcome difficulties and conflict

Unit Specification
T/602/1294
 Communicating Information and Knowledge in the Workplace



Qualification Framework: RQF
 Title : Communicating Information and Knowledge in the Workplace
 Unit Level : Level 2
 Unit Sub Level : None
 Guided Learning Hours : 15
 Unit Credit Value : 3
 SSAs : 15.3 Business Management
 Unit Grading Structure : Pass
 Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

Unit: T/602/1294 : Communicating Information and Knowledge in the Workplace	
Understand how to identify information required and its reliability for communication	
Assessment Criterion - The learner can:	
01.01	Identify the types of information and knowledge that need to be communicated
01.02	Identify the target audiences that require information and knowledge
Understand communication techniques and how to communicate effectively with colleagues	
02.01	Identify different types of communication techniques
02.02	Identify the principles of effective communication.
02.03	Identify how to communicate effectively with colleagues
02.04	Describe how to make sure that the team has received and understood the information being communicated
Understand how to adapt communication techniques and methods with teams	
03.01	Identify how to adapt communication techniques with team members
03.02	Identify different types of verbal and non-verbal communication
03.03	Describe how to modify communication methods in response to verbal and non-verbal feedback
Understand how to plan and allocate work for a team	
04.01	Explain how to develop a plan of work for a team
04.02	Identify how plans of work need to be agreed with a team
04.03	Explain why it is important to allocate work to team members giving SMART targets
04.04	Describe why it is important to agree standards of work
Understand how to lead team members to achieve team objectives	
05.01	Explain why it is important to support team members in order to achieve team objectives
Understand how to monitor and evaluate the performance of team members	
06.01	Describe why it is important to monitor and evaluate team members performance
06.02	Explain how to assess team members work against agreed standards and objectives
06.03	Describe how to recognise the achievements of team members
Understand how to manage conflict when leading a team	
07.01	Identify the types of conflict that may arise within a team
07.02	Explain how to manage possible conflict within a team