



# TEAM LEADING

## LEVEL 2 INTERMEDIATE APPRENTICESHIP

### Entry Requirements

There are no mandatory entry requirements for Intermediate apprentices although A-D GCSE English, Maths and ICT are recommended along with an interest in working as a team leader.

### Qualifications to be completed

- BTEC Level 2 Diploma in Team Leading
- Level 1 Functional Skills English
- Level 1 Functional Skills Maths
- Level 1 Functional Skills ICT
- Employment Rights and Responsibilities
- Personal Learning and Thinking Skills

### Length of programme

12 months

### Mandatory modules

- Manage Personal Performance and Development
- Communicate Work-Related Information
- Lead and Manage a Team
- Principles of Team Leading
- Understand Business

### Example optional modules

There are over 20 optional units. Choices include:

- Develop Working Relationships with Colleagues
- Contribute to Meetings in a Business Environment
- Principles of Equality and Diversity in the Workplace
- Employee Rights and Responsibilities
- Resolve Customer Service Problems

### Day-to-day activities

Tasks undertaken by apprentices will vary depending on the level and sector in which they are employed. Tasks may include problem solving, providing support to team members, managing the work of teams and communicating with teams.

### Assessment

Apprentices will be required to produce evidence using e-portfolio software. A Skills Coach will visit once a month to observe apprentices. Some diploma units and functional skills include tests which need to be taken at a training centre, which need to be taken at a training centre.

### Potential future job roles

- Team Leader
- Section Leader
- Floor Leader
- Trainee Supervisor
- Call Centre Team Manager or Supervisor

**To find out more call 0300 111 8030,  
email [skills@entrust-ed.co.uk](mailto:skills@entrust-ed.co.uk) or visit  
[www.entrustskills.co.uk](http://www.entrustskills.co.uk)**