

## **BIIAB**

**Name of Regulated Qualification:** BIIAB Level 2 Diploma in Team Leading (QCF)

**Level:** 2

**Ofqual Qualification accreditation number:** 601/3743/5

**Minimum credits (Size):** 40

**BIIAB qualification code:** DTL2

## **Overview**

### **What is the main (primary) purpose of this qualification?**

It confirms you are occupational competent in a specific job role (such as a Team Leader).

Official purpose statement: Confirm occupational competence in a specific role.

### **What other purposes does the qualification serve?**

- This qualification allows you to gain and then show the skills and knowledge that are needed to work as a Team Leader
- It prepares you to enter a specific sector, job role, and/or apprenticeship (eg the Intermediate level Apprenticeship in Team Leading).

### **Who is this qualification for?**

- For people working, or who want to work, as a Team Leader and need a qualification to show their skills and knowledge.

### **How will the qualification help me meet its purpose?**

The qualification has been developed by the Sector Skills Council for this sector, Skills CFA, and is recognised as the main qualification in the United Kingdom that shows that the person who has it is competent to work at this level. If you achieve the qualification then the certificate you receive will allow you to show and say that you are competent at this level. It is a vocational qualification.

### **What is the minimum and maximum amount of learning that directly relates to a Team Leader role?**

The qualification requires you to undertake between 10 and 13 different areas of learning (known as units). Depending on the units you choose at least 8 and at most 12 of these areas relate directly to a Team Leader role.

As such a **considerable majority** of your vocational learning will relate directly to a Team Leader role.

### **Is this qualification at the right level of difficulty for me?**

You should do a qualification at this level (level 2) if you feel that you are ready to use skills, knowledge and understanding to with autonomy, complete routine tasks, some of which may not be familiar to you, and you feel you are ready to take responsibility for your work.

If you operate at a Management level (rather than as a team leader) then you should look to do a Level 3 version of this qualification the BIIAB Level 3 Diploma in Management (QCF) 601/3744/7.

If you are not in a team leading role or able to demonstrate skills and knowledge, or feel that this may be too difficult for you to do at this time you should look to do a occupationally-specific qualification at Level 1.

### **Is this qualification in an apprenticeship?**

Yes. This qualification is part of the Intermediate Level Apprenticeship in Team Leading. You may wish to do this qualification as part of the Apprenticeship, or on its own. You may wish to do the qualification on its own (eg outside of an Apprenticeship) if you:

- or your employer wants you to just do the qualification and **not** undertake a full Apprenticeship.
- do **not** qualify to undertake an Apprenticeship
- or your employer do **not** feel the need for you to undertake Functional Skills which are required as part of an Apprenticeship
- feel you will be unable to achieve the Functional Skills requirements but are able to, and still wish to, achieve a nationally recognised regulated qualification at this level.

### **How long will this qualification take me?**

- It will take you between 201 and 259 Guided Learning Hours (the number of hours where you will be given guidance, usually by a tutor, in order to achieve the outcomes). The exact number of hours will depend on which optional units you choose. Some additional time may be needed to assess you. Some people learn more quickly or are more experienced than others so it may take you longer or shorter than the guided amount.

### **Is this the right size qualification for me?**

- You should do a qualification of this size (Diploma) if you need or want to undertake between 10 and 13 different areas of team leading and related skills and knowledge.
- If you feel this is too much, you should consider doing an Award or Certificate sized qualification or specific units from this qualification.

### **Do I need to do anything before taking this qualification?**

- As part of the qualification you will need to show that you have the skills and knowledge to do the job in the workplace. As such you would need to have, or get, a job or work placement to complete the qualification. Your college, centre or training provider may be able to help you with this.
- You should have the ability to achieve the qualification (after learning and training).
- You do **not** need to have any other qualifications or pass any tests before undertaking this qualification.

### **At what age can I take this qualification?**

The below details the age-groups the qualification is suitable for:

- Pre-16 : No
- 16-18 : Yes;
- 19+ : Yes

### **What does this qualification cover?**

**Overall:** Knowledge, understanding and skills for a Team Leader working at level 2.

**Mandatory units:** If you decide to take this qualification you will undertake the following areas:

- Manage personal performance and development
- Communicate work-related information
- Lead and manage a team
- Principles of team leading
- Understand business.

**Optional units:** In addition, you can select additional optional areas to undertake. For full details please refer to the qualification handbook (available within [CentreZone](#)).

**Framework:** This qualification is accredited on the Qualifications and Credit Framework (QCF).

### **What could this qualification lead to?**

The qualification allows you to demonstrate competence in order to work as a Team Leader.

If upon completion you wish to proceed to a higher level then the following qualifications may be suitable for you:

- BIIAB Level 3 Diploma in Management (QCF) (601/3744/7)
- Pearson BTEC Level 3 Diploma in Management (QCF) (601/3396/X).

### **What jobs could it help me do?**

- You could work as a qualified Team Leader

### **Who supports this qualification?**

This qualification is was developed and supported by the Sector Skills Council (SSC) for the Sector (Skills CFA). The letter of support is available [here](#) .

This qualification is also supported for SFA funding by a number of employers including The Yummy Pub Co., Admiral Taverns, Prezzo, Youngs and CastleRock. These letters of support are available from [here](#).

### **Official Regulated Purpose (for centre use):**

**Ofqual Purpose:** D. Confirm occupational competence.

**Ofqual SubPurpose:** D1. Confirm competence in an occupational role to the standards required.