



**WESTMINSTER
ADULT
EDUCATION
SERVICE**

Level 2 Certificate in Principles of Team Leading (Online)

Dates:

Locations:

This qualification is designed to provide learners with the knowledge and understanding required to successfully lead a team. This will focus on the study of leading a team in a business environment.

The objectives of this qualification are to help learners to:

- develop their knowledge of the principles of team leading
- develop their understanding of business
- develop the knowledge needed to support communication with a range of stakeholders at different levels.

Entry Requirements

In order to undertake this course, you must have English at Level 1. You will need to know how to use and have access to an electrical device such as; a computer, laptop or tablet due to the delivery of the course being all online.

What topics does the course cover?

To be awarded this qualification, learners are required to successfully complete 3 mandatory units and 5 optional units.

Mandatory units - Principles of team leading

- Understand business
- Understand how to communicate work-related information.

Optional units - Understand customers

- Understand how to deliver customer service and resolve problems
- Understand how to develop working relationships with colleagues
- Understand health and safety procedures in the workplace
- Understand personal development

How will I be taught and assessed?

You will be provided with online learning materials which covers all aspects of your course. You will be required to complete assessments for each of the units within the course and submit these by the deadline dates provided at induction. You will be allocated an assessor at the start of your course and they will support you to ensure you have a successful outcome. IT skills will be developed throughout your course and basic English skills will be assessed and discussed on an ongoing basis.

Are there any other costs or equipment I need to get?

The course is free if you meet the eligibility criteria. In order to be eligible for funding, you must be an ordinarily resident in England and be aged 19 or older on 31 August 2026. You will need internet access so that you can respond to email and use a digital device that will enable you to type your answers into a web-based platform.

By the end of the course what should I be able to do?

On successful completion of this course, you will have:

- Developed your knowledge of the principles of team leading
- Developed your understanding of business
- Developed the knowledge needed to support communication with a range of stakeholders at different levels

What are the progression opportunities following this course?

If you are interested in progressing to further study at the next level of vocational learning, the following qualifications are available:

Level 3 Certificate in Principles of Management

Level 3 Diploma in Management

Level 3 Diploma in Management Skills and Knowledge