

# Team Leading and Management

## NVQs and Apprenticeships

**Completing my NVQ in Team Leading was the best business investment I've ever made. I feel more confident managing my staff and getting the best out of them."**

Alex, Supervisor

We offer a range of team leading and management qualifications to suit different levels of experience and expertise. Our qualifications will help you gain the knowledge, skills, and understanding to progress from a team leader to a deputy manager.

### Benefits for learners

- > Gain recognition and credibility of your existing team leading and management skills
- > Learn how to lead people, inspire better performance and motivate others to succeed
- > Address your skills gaps such as leadership, to help you progress through your career quicker
- > Develop new skills that can easily be transferred, or used as a foundation to lead into other rewarding career paths across all sectors.

### Benefits for employers

- > Improve your business performance
- > Our range of team leading and management qualifications are designed to match the skills gap of your staff, at all levels
- > Your staff learn while they work so there will be minimal disruptions to your business operations
- > Ensure a consistency of training and delivery standards across all your departments and/or sites.

## More choices with Edexcel's Team Leading and Management NVQs

You can progress through each level to build new skills, address your skills gap, or expand your existing skills to qualify for managerial roles.

NVQ Level	Common job roles	Examples of duties involved
Level 2	Pensions administrator, Sales representative	Managing resources; developing productive working relationships; ensuring your actions reduce risk to health and safety
Level 3	Supervisor, First line manager	Managing resources and personal development; providing sector specific leadership; allocating and monitoring progress and quality of work; ensuring health and safety requirements are met
Level 4	Middle manager	Developing and implementing operational plans; encouraging innovation; developing productive working relationships with key stakeholders and colleagues; managing business processes; meeting health and safety requirements
Level 5	Senior manager	Providing leadership; encouraging innovation; improving organisational performance; ensuring an effective approach to health and safety within the organisation

Our team leading and management qualifications are planned to be migrated to the new Qualifications Credit Framework (QCF) by late 2010.

## Gain on-the-job training with Edexcel's Team Leading and Management Apprenticeships

On successful completion of our Apprenticeships, you will be awarded the relevant **NVQ, BTEC and Key Skills qualification**, as well as an **Apprenticeship Certificate** from the relevant Sector Skills Council or Sector Skills Body.

### Team Leading Apprenticeship

- > Level 2 NVQ in Team Leading (competence-based)
- > Level 2 BTEC Award in Introducing Team Leading (knowledge-based)
- > Key Skills

### Management Advanced Apprenticeship

- > Level 3 NVQ in Management (competence-based)
- > Level 3 BTEC Award in Introducing Management (knowledge-based)  
OR Level 3 BTEC Award in Management (knowledge-based)
- > Key Skills

## Need more information?

If you would like more information about our team leading and management qualifications, please call us on **0844 576 0045**, email [wbl@edexcel.com](mailto:wbl@edexcel.com), or visit [www.edexcel.com/nvq](http://www.edexcel.com/nvq)

## About Edexcel

Edexcel, a Pearson company, is the UK's largest awarding body offering academic and vocational qualifications and testing to schools, colleges, employers and other places of learning in the UK and internationally.