

ILM SCQF Level 5**Award and Certificate in Leadership and Team Skills****Who are these qualifications for?**

The Award or Certificate in Leadership and Team Skills is ideal for practicing team leaders, helping them become more effective and confident in their role. They also support new or aspiring team leaders – helping them make the transition from working in a team to leading a team.

Benefits for individuals

- Learn core leadership and management skills
- Put these skills into practice in your workplace
- Improve your team's performance
- Get a nationally recognised qualification.

Benefits for employers

- Motivated and competent team leaders
- Increased productivity
- Customise this qualification to suit organisational and individual needs
- Workplace-based assessment ensures new skills are effectively transferred to the job.

The units in this qualification cover a wide range of skills, knowledge and understanding. These include units that focus on communication, working with people, providing direction and leadership, and getting results – from problem-solving to planning and monitoring workloads.

Progression

Successful learners can progress to a range of qualifications including the ILM SCQF Level 6 Award or Certificate in Leadership and Management.

Qualification overview

| Qualification title | Credit value | Total qualification time | Structure |
|---|--|--------------------------|---|
| SCQF Level 5 Award in Leadership and Team Skills | Minimum 3 credits Maximum 12 credits | 30 hours | <ul style="list-style-type: none"> ● One hour induction ● At least two hours tutorial support ● Minimum of 3 credits from Group 1* |
| SCQF Level 5 Certificate in Leadership and Team Skills | Minimum 13 credits Maximum 36 credits | 130 hours | <ul style="list-style-type: none"> ● One hour induction ● At least two hours tutorial support ● Choice of optional units from Groups 1 and 2, where Group 1 contains Level 2 units and Group 2 contains units at Level 3* ● Maximum of 6 credits from Group 2 |

*Refer to table below for unit details

Rules of combination

Award

- Minimum 3 credits, maximum 12 credits
- All units must be taken from Group 1

Certificate

- Minimum 13 credits, maximum 36 credits
- Choice of units from Groups 1 and 2
- Maximum of 6 credits from Group 2

Overview of units

Group 1

| Reference | Unit title | SCQF Level | CV* | GLH** |
|-----------|--|------------|-----|-------|
| 8814-550 | Developing Yourself as a Team Leader | 5 | 1 | 6 |
| 8814-551 | Improving Performance of the Work Team | 5 | 1 | 6 |
| 8814-552 | Planning and Monitoring Work | 5 | 2 | 8 |
| 8814-553 | Developing the Work Team | 5 | 1 | 6 |
| 8814-554 | Induction and Coaching in the Workplace | 5 | 2 | 8 |
| 8814-555 | Meeting Customer Needs | 5 | 2 | 6 |
| 8814-556 | Working Within Organisational and Legal Guidelines | 5 | 1 | 6 |
| 8814-557 | Providing Quality to Customers | 5 | 1 | 6 |
| 8814-558 | Using Information to Solve Problems | 5 | 1 | 5 |
| 8814-559 | Understanding Change in the Workplace | 5 | 2 | 8 |
| 8814-560 | Maintaining a Healthy and Safe Working Environment | 5 | 1 | 8 |
| 8814-561 | Diversity in the Workplace | 5 | 1 | 6 |
| 8814-562 | Using Resources Effectively and Efficiently in the Workplace | 5 | 1 | 7 |
| 8814-563 | Communicating With People Outside the Work Team | 5 | 1 | 6 |
| 8814-564 | Briefing the Work Team | 5 | 1 | 6 |
| 8814-565 | Workplace Communication | 5 | 1 | 5 |
| 8814-566 | Workplace Records and Information Systems | 5 | 1 | 5 |
| 8814-567 | Business Improvement Techniques | 5 | 2 | 10 |
| 8814-568 | Leading Your Work Team | 5 | 2 | 6 |
| 8814-569 | Managing Yourself | 5 | 1 | 4 |
| 8814-570 | Enterprise Awareness | 5 | 3 | 18 |
| 8814-571 | Working with Customers Legally | 5 | 1 | 5 |
| 8814-572 | Setting Team Objectives in the Workplace | 5 | 2 | 6 |
| 8814-573 | Gathering, Interpreting and Utilising Data in the Workplace | 5 | 1 | 3 |

Group 1 continued

| Reference | Unit title | SCQF Level | CV* | GLH** |
|-----------|--|------------|-----|-------|
| 8814-574 | Methods of Communicating in the Workplace | 5 | 1 | 3 |
| 8814-575 | Satisfying Customer Requirements | 5 | 1 | 3 |
| 8814-576 | Understanding Effective Team Working | 5 | 1 | 3 |
| 8814-577 | Building an Awareness of Waste Management | 5 | 2 | 9 |
| 8814-579 | Understanding Sales in the Workplace | 5 | 2 | 7 |
| 8814-580 | Understanding the Implications of Working in an Enterprise | 5 | 3 | 6 |

*Credit value **Guided learning hours

Group 2

| Reference | Unit title | SCQF Level | CV* | GLH** |
|-----------|---|------------|-----|-------|
| 8814-600 | Solving Problems and Making Decisions | 6 | 2 | 9 |
| 8814-601 | Understanding Innovation and Change in an Organisation | 6 | 2 | 9 |
| 8814-607 | Giving Briefings and Making Presentations | 6 | 2 | 4 |
| 8814-608 | Understanding Leadership | 6 | 2 | 6 |
| 8814-612 | Understanding Conflict Management in the Workplace | 6 | 1 | 4 |
| 8814-613 | Understanding Stress Management in the Workplace | 6 | 1 | 7 |
| 8814-614 | Understanding Discipline in the Workplace | 6 | 1 | 5 |
| 8814-616 | Understanding the Induction of New Staff in the Workplace | 6 | 1 | 3 |
| 8814-617 | Understanding Training and Coaching in the Workplace | 6 | 2 | 7 |
| 8814-620 | Managing Workplace Projects | 6 | 2 | 7 |
| 8814-622 | Understand the Organisation and its Context | 6 | 2 | 7 |
| 8814-627 | Understanding Negotiation and Networking in the Workplace | 6 | 1 | 6 |
| 8814-637 | Understanding Security Measures in the Workplace | 6 | 2 | 7 |
| 8814-639 | Understanding Good Practice in Workplace Coaching | 6 | 3 | 9 |
| 8814-640 | Undertaking Coaching in the Workplace | 6 | 4 | 6 |

*Credit value **Guided learning hours

Contact ILM

The ILM Customer Service Team is dedicated to providing the very best in customer care. If you need guidance on any aspect of leadership and management development, whether at an individual or organisational level, contact ILM.

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All ILM qualifications are awarded by the City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter.

Learning resources

There is a range of materials available to support ILM qualifications through our online portal, Walled Garden, and the ILM website. Contact us to find out more.

Institute of Leadership & Management membership

All ILM learners receive a minimum of 12 months membership of the Institute of Leadership & Management, bringing access to a wealth of resources to support their leadership development.

Our ethos

Our qualifications combine innovative design with a strong focus on workplace performance. We believe this delivers well-rounded managers with a proven ability to perform to the required standards.