

CMI LEVEL 2 IN TEAM LEADING

QUALIFICATION FACTSHEET

QUALIFICATION PURPOSE

These qualifications are designed for team leaders, to support the development of their skills in leading a team, making sure that the team's work achieves organisational objectives, and contributes to planning, problem solving and decision making.

QUALIFICATION CODES

| CMI CODE | QUALIFICATION TITLE | QUALIFICATION REFERENCE NUMBER |
|----------|---|--------------------------------|
| 2A1V2 | CMI Level 2 Award in Team Leading | 601/0498/3 |
| 2C1V2 | CMI Level 2 Certificate in Team Leading | 601/0499/5 |
| 2D1V2 | CMI Level 2 Diploma in Team Leading | 601/0500/8 |

KEY DATES

These qualifications are regulated from 1st September 2013, and the operational start date in CMI Centres is 1st January 2014. The regulation ends on 31st August 2020.

RULES OF COMBINATION

CMI Level 2 Award in Team Leading

Learners need to complete any combination of units to a minimum of 5 credits. The minimum Total Qualification Time is 50 hours, including 15 Guided Learning Hours.

| UNIT NUMBER | UNIT NAME | CREDITS | GLH | TUT |
|-------------|---|---------|-----|-----|
| Unit 2001V1 | Personal development as a team leader | 6 | 20 | 60 |
| Unit 2002V1 | Communicating with a team | 5 | 20 | 50 |
| Unit 2003V1 | Monitoring team performance | 5 | 20 | 50 |
| Unit 2004V1 | Controlling resources | 6 | 20 | 60 |
| Unit 2005V1 | Building work relationships | 5 | 15 | 50 |
| Unit 2006V1 | Developing team needs | 6 | 20 | 60 |
| Unit 2007V1 | Providing customer service | 5 | 15 | 50 |
| Unit 2008V1 | Being a team leader | 5 | 25 | 50 |
| Unit 2009V1 | Introduction to team leading | 6 | 25 | 60 |
| Unit 2010V1 | Understanding corporate social responsibility | 5 | 20 | 50 |

CMI Level 2 Certificate in Team Leading

Learners need to complete any combination of units to a minimum of 15 credits. The minimum Total Qualification Time is 150 hours, including 50 Guided Learning Hours.

| UNIT NUMBER | UNIT NAME | CREDITS | GLH | TUT |
|-------------|---|---------|-----|-----|
| Unit 2001V1 | Personal development as a team leader | 6 | 20 | 60 |
| Unit 2002V1 | Communicating with a team | 5 | 20 | 50 |
| Unit 2003V1 | Monitoring team performance | 5 | 20 | 50 |
| Unit 2004V1 | Controlling resources | 6 | 20 | 60 |
| Unit 2005V1 | Building work relationships | 5 | 15 | 50 |
| Unit 2006V1 | Developing team needs | 6 | 20 | 60 |
| Unit 2007V1 | Providing customer service | 5 | 15 | 50 |
| Unit 2008V1 | Being a team leader | 5 | 25 | 50 |
| Unit 2009V1 | Introduction to team leading | 6 | 25 | 60 |
| Unit 2010V1 | Understanding corporate social responsibility | 5 | 20 | 50 |

CMI Level 2 Diploma in Team Leading

Learners need to complete all Group A units and any combination of units to a minimum of 5 credits from Group B. Learners need to complete a total of 38 credits to achieve this qualification. The minimum Total Qualification Time is 380 hours, including 115 Guided Learning Hours.

| UNIT NUMBER | UNIT NAME | CREDITS | GLH | TUT |
|--------------------------|---|---------|-----|-----|
| MANDATORY GROUP A | | | | |
| Unit 2001V1 | Personal development as a team leader | 6 | 20 | 60 |
| Unit 2002V1 | Communicating with a team | 5 | 20 | 50 |
| Unit 2004V1 | Controlling resources | 6 | 20 | 60 |
| Unit 2005V1 | Building work relationships | 5 | 15 | 50 |
| Unit 2006V1 | Developing team needs | 6 | 20 | 60 |
| Unit 2007V1 | Providing customer service | 5 | 15 | 50 |
| OPTIONAL GROUP B | | | | |
| Unit 2003V1 | Monitoring team performance | 5 | 20 | 50 |
| Unit 2008V1 | Being a team leader | 5 | 25 | 50 |
| Unit 2009V1 | Introduction to team leading | 6 | 25 | 60 |
| Unit 2010V1 | Understanding corporate social responsibility | 5 | 20 | 50 |