

# CMI LEVEL 2 DIPLOMA IN TEAM LEADING (COMBINED)

## QUALIFICATION FACTSHEET

2D27V2

CMI Level 2 Diploma in Team Leading

601/3795/2

## QUALIFICATION PURPOSE

This qualification has been developed in consultation with employers and other key stakeholders. It is for new or aspiring team leaders to support the development of their knowledge and competence in leading a team, making sure that the team's work achieves and contributes to organisational objectives. Learners will develop their planning, problem-solving and decision-making skills and gain the knowledge and confidence to lead, organise and motivate a team.

## KEY DATES

These qualifications are regulated from 1<sup>st</sup> September 2014. This qualification will be reviewed from time to time, for more information see the CMI External Qualification List.

## RULES OF COMBINATION

To achieve a CMI Level 2 Diploma in Team Leading, Learners must complete a **minimum of 40 credits** which is equivalent to **400 TQT hours**, of which there are **201 GLH**.

1. **220 TUT hours (22 credits)** from **GROUP A MANDATORY UNITS**
2. **a minimum of 120 TUT hours (12 credits)** from **GROUP B OPTIONAL UNITS**
3. **a maximum of 60 TUT hours (6 credits)** from **GROUP C OPTIONAL UNITS**

Note: There is no requirement to complete any units from Group C, if the learner does not wish to do so, and all the optional credits can all come from Group B. If a learner chooses to undertake Group C units, these cannot exceed the maximum credit requirements for that group.

UNIT NUMBER	UNIT NAME	CREDITS	GLH	TUT
<b>MANDATORY GROUP A</b>				
M&L 1	Manage personal performance and development	4	18	40
M&L 4	Communicate work-related information	4	23	40
M&L 5	Lead and manage a team	5	25	50
M&L 6	Principles of team leading	5	37	50
M&L 8	Understand business	4	32	40
<b>OPTIONAL GROUP B</b>				
M&L 2	Develop working relationships with colleagues	3	19	30
M&L 3	Contribute to meetings in a business environment	3	7	30
M&L 7	Principles of equality and diversity in the workplace	2	10	20
M&L 10	Promote equality, diversity and inclusion in the workplace	3	15	30
M&L 11	Manage team performance	4	21	40
M&L 12	Manage individuals' performance	4	20	40
M&L 14	Chair and lead meetings	3	10	30
M&L 16	Encourage innovation	4	14	40
M&L 17	Manage conflict within a team	5	25	50
M&L 18	Procure products and/or services	5	35	50
M&L 21	Collaborate with other departments	3	14	30
M&L 23	Participate in a project	3	19	30
<b>OPTIONAL GROUP C</b>				
HSPW2	Health and Safety Procedures in the Workplace	2	16	20
B&A 16	Store and retrieve information	4	19	40
B&A 18	Handle mail	3	15	30

B&A 39	Employee rights and responsibilities	2	16	20
CS 7	Deliver customer service	5	27	50
CS 8	Understand customers	2	17	20
CS 17	Resolve customer service problems	5	22	50
B&A 42	Negotiate in a business environment	4	18	40
B&A 43	Develop a presentation	3	11	30
B&A 44	Deliver a presentation	3	17	30
CS 31	Resolve customers' complaints	4	22	40

### Barred Units

These are units at the same level that can't both be selected by the Learner because they are too similar in content. The barred units for this qualification are:

THIS UNIT	IS BARRED AGAINST THIS UNIT
M&L 3 Contribute to meetings in a business environment	M&L 14 Chair and lead meetings
M&L 7 Principles of equality and diversity in the workplace	M&L 10 Promote equality, diversity and inclusion in the workplace

## FURTHER INFORMATION

For further information on the CMI Level 2 Diploma in Team Leading (Combined), please see the Qualification Syllabus.