



Certificate in Principles of Team Leading

Qualification Overview Factsheet



Who are The Launch Group?

The Launch Group are an award-winning training company. Started in 2013, we possess a proven track record of designing and developing a range of training programmes and qualifications, tailored to specific job sectors. Everything we do has one goal in mind: to carefully develop our customer's existing skills and enhance career prospects.

About this Qualification

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.

While completing this qualification, learners may develop the knowledge, understanding and essential skills employers look for in employees. These range from familiar 'key skills', such as team working, independent learning and problem solving, to more tricky-to-measure skills, such as:

- an appreciation for appropriate behaviour
- appropriate interpersonal skills
- communicating with professional colleagues/peers and/or hierarchical seniors
- supporting other aspiring employees
- personal manners and deportment
- understanding work practices and how different roles and departments function within an organisation.

How long will it take me to achieve this qualification?

This can vary depending on your requirements. Once you are enrolled, our designated Tutor will agree a learning plan with you. Typical guided learning hours is 160.

How is the qualification assessed?

Candidates must demonstrate the level of knowledge described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification. Your Tutor will explain to you exactly what evidence you need to provide to meet the assessment criteria. Evidence examples include: assignments/projects/reports - worksheets - portfolio of evidence - record of oral and/or written questioning - candidate test papers.

Where can this course be taken?

This qualification can be studied either in person in a face to face classroom environment, or online using our distance learning method.

To take this award, you should:

- Have a reasonable command of English, Maths, and Information and Communication technology (ICT)
- Be prepared to study in your own time i.e. reading, research and completing assessment activities.

Learning Outcomes & Assessment Criterion

To be awarded this qualification, learners are required to complete 3 mandatory units & 5 of the optional units.

Unit Number	Mandatory Unit Title
Unit 01	Principles of team leading
Unit 02	Understand business
Unit 03	Understand how to communicate work-related information

Unit Number	Optional Unit Title
Unit 04	Understand how to manage performance and conflict in the workplace
Unit 05	Understand customers
Unit 06	Understand how to deliver customer service and resolve problems
Unit 07	Principles of equality and diversity in the workplace
Unit 08	Understand how to develop working relationships with colleagues
Unit 09	Understand health and safety procedures in the workplace
Unit 10	Understand how to develop and deliver a presentation
Unit 11	Introduction to coaching
Unit 12	Introduction to mentoring
Unit 13	Understand personal development

How to enrol?

If you are a company looking to enrol multiple staff members on to this programme or looking for classroom delivery, please e-mail elearning@thelaunchgroup.co.uk providing a telephone number and a member of our commercial training team will be in touch to discuss your requirements.

If you are an individual looking to enrol on to this programme, please e-mail visit the following link which will take you through to our e-learning platform and you can begin studying immediately:

<https://learn.thelaunchgroup.co.uk/>