



CVQO & VQU Briefing Sheet

(1) ILM Level 2 Award in Leadership & Team Skills

This qualification is designed to help you boost your performance as a team member and help you make the transition from working in a team to leading a team. If you are a practising team leader, it will help you be more effective and confident in your role.

Results for you

- Learn and develop core leadership and management skills
- Put these skills into practice during your secondment and upon return to your workplace
- Improve your team's performance
- Gain a nationally recognised qualification

Benefits for employer

- Effective and confident first line managers
- Effective relationships and communications within teams
- Measurable results with transferable business skills

Eligibility

- You need to attend and complete the 67th JNCOTC and/or ACLC 2012 / 2013
- 70% of the award requirement is achieved through the course
- Remaining 30% of assessment criteria is achieved through written work
 - 3 x short answer questions on:
 - Developing yourself as a team leader
 - Planning and monitoring work
 - Developing the work Team
- All of the above criteria you regularly demonstrate through your cadet role



(2) ILM Level 3 Award in Leadership & Management

This qualification is ideal for learners that have management responsibilities, and are serious about developing their abilities. It's particularly suited to practising team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, or other business pressures.

Results for you

- Develop your key leadership and management skills
- Enhance your ability to perform and manage projects
- Enhance your capabilities of motivating and engaging teams, managing relationships and team dynamics
- Develop your organisational and delegation skills

Benefits for employer

- Effective and confident first line managers
- Effective relationships and communications within teams
- Measurable results with transferable business skills

Eligibility

- You need to attend and complete the RITC, OTTC or OCTC course
- 70% of the award requirement is achieved through the course
- Remaining 30% of assessment criteria is achieved through written work
- 3 x short answer questions on:
 - Understanding leadership
 - Problem solving and making decisions
 - Leading and motivating a team effectively
- All of the above criteria you regularly demonstrate through your voluntary role



How to apply

- To register for either of these qualifications please complete the CVQO application form and hand this to your Course Director / OC VQU
- OC VQU will forward to CVQO
- OC VQU will issue you with your ILM resources
- Upon receipt of your application, CVQO will enrol you with the Award Body (ILM), process your registration and payment will be taken then
 - The fee is £230.
 - Payment can be made by Electronic Bank Transfer or via PayPal. CVQO will forward a link for PayPal options
 - Any international bank charges must be paid by the Learner
- Retrospective application is permissible
- Further information can be obtained from CVQO Adult Awards Department or HKACC VQU Team.