



Leadership Level 2 (VTQ)

QUALIFICATION SPECIFICATION

QUALIFICATION NUMBER: PRO/41/LS

This Qualification is Endorsed by an Awarding Organisation Regulated by Ofqual



Endorsed, CPD Certified and ISO Standards

All ProTrainings classroom and online qualifications are endorsed through an Awarding Organisation Regulated by Ofqual, through the Skills for Care Scheme with the highest level of recognition and are approved through the CPD Standards services for CPD certification.

ProTrainings: Additional quality at an affordable price.



This is the highest standard of recognised endorsement and only organisations who have a proven history of continued success in making a difference in the training industry can be awarded the Centre of Excellence endorsement. ProTrainings proudly announce that we have received this endorsement for continuous professional training delivery.

As a recognised Skills for Care provider who is already endorsed for delivering training through digital e-learning, classroom and blended formats, this enhanced Centre of Excellence endorsement will take our credibility and quality of training to an advanced state of recognition. But what does this new Centre of Excellence endorsement mean?

The Centre of Excellence status means that we have been able to consistently demonstrate exemplary commitment to meeting the needs of learners in the adult social care sector. This meant we needed to comply with the social model of care and be able to measure the impact of provision on the lives of people who use these services.

We embarked on this provision to prove how consistent ProTrainings services are, to test whether we are meeting a high standard, to evolve, adapt and improve our provision and to place ourselves amongst a small selection of companies who are a Skills for Care Centre of Excellence.

Gaining this accolade has resulted in receiving a designation as a 'Centre of Excellence in Adult Social Care and Learning and Development' and we do not plan on stopping our standards here. We will continue to offer the finest services so that lives are rewarded through the training and services we provide.

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Introduction

Welcome to **ProTrainings Europe Limited**.

ProTrainings EU is a certifying organisation recognised for providing training and qualifications in England, UK and across the globe.

ProTrainings EU offer qualifications designed in-house and qualifications which are regulated by Ofqual through TQUK and FutureQuals. Our qualifications are carefully designed to meet industry standards and regulatory requirements giving every learner or user confidence that training meets HSE, Ofqual, UK & EU Resuscitation Council, Skills for Health, Ofsted and Skills for Care training standards.

Our unique approach to training delivery is designed to accommodate learning styles in all their forms, including online, classroom and blended formats. Our variety of delivery methods have been a preferred choice for many learners who require training through general interest and as part of their profession. Our training has been comprehensively designed to meet standards that fall within the boundaries of qualifications overseen by awarding organisations.

ProTrainings high standards include a robust training approach that meets strict specifications, quality assurance requirements and qualification standards. As a result of implementing a comprehensive quality assurance process, ProTrainings online and classroom courses have been CPD certified, endorsed through The Skills for Care Scheme (ProTrainings being the first organisation gaining approval for classroom and online training in the United Kingdom) and we have surpassed an external audit by being approved for ISO45001 : 2018 and ISO9001 : 2015 for maintaining high organisational standards.

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

For more information, please visit www.ProTrainings.uk for news, updates and information on a variety of qualifications spanning into the Health & Safety industry, First Aid world, Pet First Aid environment and Health & Social Care sector.

Qualifications Specifications

ProTrainings EU offer policies and guidelines for centres, organisations and individuals through this specification. Information in this specification will include the course curriculum, learning outcomes, units and general guidelines on how the course is delivered.

We aim to support our centres by providing guidance in this specification for a better understanding on how our courses are delivered and processed.

Our specifications document can be accessed on our website at www.ProTrainings.uk along with other specifications for respective qualifications listed under each sub-heading.

For more information, please use our online chat service or contact our office on 01206 805 359. Alternatively, please email our support department at support@protrainings.uk or compliance department at compliance@protrainings.uk.

Introduction to Leadership (VTQ)

In today's world, there's a high demand for skilled leaders. A new course has been introduced to develop motivational leaders, offering extensive training in leadership skills, suitable for team management and personal growth. It starts with 'Introduction to Leadership', ideal for beginners, covering the basics of leading and motivating. Then, 'Understanding Leadership Theories' helps participants apply various leadership models in real-life scenarios. 'Grasping the Importance of Responsibility' teaches balancing authority with responsibility, a key leadership aspect. Finally, 'Identifying Leader Qualities and Attributes' focuses on essential traits like communication, decisiveness, empathy, and resilience, encouraging self-reflection and personal development in these areas. This course is designed not just for career progression but also for enhancing personal leadership capabilities. It equips learners with tools for effective decision-making, team building, conflict resolution, and fostering a positive work culture, preparing them for diverse leadership roles in various sectors.

The content of this and all our courses has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines and come with a Certified CPD Statement as well as a ProTrainings Certificate and for online courses an Evidence Based Learning statement.

Qualification Delivery

Guided Learning Hours (GLH): These hours are made up of real-time, contact time, guidance or supervision of a learner by an instructor, supervisor, tutor or trainer.

GLH for this qualification is 6

Total Qualification Time (TQT): This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e., to achieve all learning outcomes.

TQT for this qualification is 8

Our Leadership (VTQ) course is taught over 1 day and will include a theoretical assessment.

Entry Requirements

There are no specific entry requirements, however, learners should have a minimum of Level 1 in literacy, numeracy or equivalent. This qualification is suitable for learners aged 16 years and above.

Progression or Similar

Successful learners can progress to other qualifications such as:

- Award in Education and Training
- Assessing Vocational Achievement
- Certificate in Education and Training
- Internal Quality Assurance

Requirements to teach Leadership (VTQ)

Approval to deliver this course is sanctioned by ProTrainings Europe Limited only.

Instructors must hold the relevant qualifications, experience and occupational competence to qualify for approval. A detailed portfolio providing descriptive dates, CPD log and meeting/passing IQA reviews is required for approval. Supporting evidence which clearly outlines where instructors qualify to teach this course must be emailed to our compliance manager at compliance@protrainings.uk. Additionally, requirements to complete ITG instructor training maybe advisory.

Certification

This qualification is overseen by our compliance department and all courses undergo a robust internal quality assurance review prior to certification.

A desktop-review and site visit will form part of our evaluation.

Paperwork should be marked and assessed by the approved instructor/centre and uploaded to our online management suite following successful completion of the course. Courses should be passed within 5 working days after the course has been taught.

Learner Access

ProTrainings offer highly sophisticated and supportive services to successful learners who complete online, classroom and blended training. Our online system offers the learner a uniquely designed portal where there is access to a free student manual, CPD credit statement, evidence-based learning document, optional weekly refresher videos and an area for downloadable content with a cohort of supporting evidence relevant to the qualification the learner completes.

ProTrainings after service adds clarity to teaching, promotes continuous learning and encourages learners to revisit and revise subjects they have been taught.

Complaints - Scope of Complaints Procedure: The procedure deals with complaints arising from:

- Delivery (or lack of delivery) of services for education and training including teaching, course content, tutoring, assessment, feedback on progress and learner support during learning programmes
- Incorrect or misleading information about services provided by the Centre
- Delivery (or lack of delivery) of support services provided by the Centre including administration of fees, enrolment processes, Centre accommodation, health and safety and learner resource services
- Unacceptable actions or behaviour by Centre staff and/or other learners in the Centre

How to complain

Complaints should initially be made in writing to the Head of Centre or to your designated tutor. This can be completed using your student login for www.ProTrainings.uk

Support can be made available for all those involved in a complaint including:

- Representation: parent, guardian, friend or supporter
- Help with completing the written complaint
- Induction will provide further details regarding this process

Leadership Level 2 (VTQ)

PRO/41/LS Course Overview

- LO1 Introduction to Leadership
- LO2 Understanding of Leadership Theories
- LO3 Understanding of the importance of responsibility.
- LO4 The ability to identify qualities and attributes in a leader.



Learning Outcomes – PRO/41/LS

These learning outcomes are mapped to meet a Leadership Level 2 (VTQ) criterion. Each learning outcome presents a knowledge, skill or assessment to help students understand the curriculum in finer detail.

Learning Outcomes (LO) The learner will:	LO
UNIT	
Introduction to Leadership	LO1
Understand the Fundamentals of Leadership: Gain a comprehensive understanding of the basic concepts and principles of leadership, including its definition, significance, and various leadership styles. This will provide a solid foundation for further exploration into more advanced leadership topics.	1.1
Identify Key Leadership Traits and Behaviors: Develop the ability to recognise and understand essential leadership qualities, such as communication, motivation, and decision-making. Learn how these traits are crucial in effectively guiding and inspiring others, setting the stage for practical application in leadership roles.	1.2
Understanding of Leadership Theories	LO2
Comprehend Diverse Leadership Theories: Achieve a thorough understanding of various leadership theories, including transformational, transactional, and situational leadership models. This includes an appreciation of the historical context and evolution of these theories, and how they apply to different leadership scenarios.	2.1
Critically Analyse and Apply Leadership Theories: Develop the skill to critically evaluate the strengths and limitations of different leadership theories. Learn to apply these theories effectively in real-world situations, adapting them to suit the unique challenges and dynamics of various leadership environments.	2.2
Understanding of the importance of responsibility	LO3
Recognise the Role of Responsibility in Leadership: Develop an in-depth understanding of how responsibility is integral to effective leadership. Learn about the various aspects of responsibility, including ethical decision-making, accountability, and the impact of a leader's actions on others and the organisation.	3.1
Apply Responsible Leadership Practices: Gain the ability to implement responsible leadership practices in real-world scenarios. This includes making ethical decisions, being accountable for actions and outcomes, and understanding the consequences of leadership decisions on teams, organisations, and wider communities.	3.2
The ability to identify qualities and attributes in a leader	LO4
Develop Skills in Recognising Leadership Qualities: Acquire the ability to identify and understand various qualities and attributes that define effective leadership, such as integrity, empathy, decisiveness, and resilience. Learn how to distinguish these traits in different leaders and understand their significance in various leadership contexts.	4.1
Apply Knowledge of Leadership Attributes in Practical Settings: Cultivate the skill to apply this understanding in real-life situations, enabling the assessment and selection of potential leaders or the personal development of these qualities. This includes evaluating how these attributes influence leadership effectiveness and team dynamics in organisational settings.	4.2

Useful Websites

ProTrainings Europe Limited

www.ProTrainings.uk

The Resuscitation Council (UK)

www.resus.org.uk

Health and Safety Executive

www.hse.gov.uk

Skills for Health

www.skillsforhealth.org.uk

Office of Qualifications and Examinations Regulation

www.ofqual.gov.uk

Ofsted

www.gov.uk/ofsted

Skills for Care

www.skillsforcare.org.uk

FOFATO

www.fofato.co.uk

NASDU

www.nasdu.co.uk

TQUK

www.tquk.org

CQC

www.cqc.org.uk

citizenAID

www.citizenaid.org



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