

ILM Level 4 Award/Certificate/Diploma in Management

Awarded by the Institute of Leadership & Management



The Level 4 ILM qualifications act as a bridge from Level 3 to Level 5, focusing on gaining a greater understanding of the management role and developing management skills.

A flexible qualification that allows individuals to custom-build a qualification focusing on the key areas of middle management most relevant to their role, industry or organisation

Delegates complete mandatory units for their qualification then choose from the remaining optional units to make up the required minimum credit value (see attached ILM Overview for the full optional units)

Qualification	Minimum Credit Value	Mandatory Unit Credits	Optional Unit Credits
Award	8	8	0
Certificate	22	8	14
Diploma	37	13	24

MANDATORY UNITS

Award, Certificate, Diploma

M4.01 : Understanding the Management Role (4 credits)

M4.01 : Development Management Skills (4 credits)

Diploma

M4.07 : Motivating People in the Workplace (2 credits)

M4.08 : Solving Problems by Making Effective Decisions (3 credits)

All delegates undertaking an Award, Certificate or Diploma gain a year's free studying membership of ILM

Who should attend?

Practising or aspiring middle managers

Prerequisite

There are no formal entry requirements but delegates should be practising or aspiring middle managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme

It is not a prerequisite that delegates complete the Award or Certificate in order to complete the Diploma – delegates may join any qualification directly

Duration

Dependent upon qualification and delivery preference

Assessment Format

At least one work-based assignment plus other reports, presentations and assignments depending upon the qualification taken (see ILM Overview)

Programme Delivery

- In-House, on dates to suit your organisation
- Distance Learning, with email/tel support
- Mixed In-House & Distance Learning



Further Information

For further details on this programme or to discuss whether it is suitable for your needs, please contact us on **0870 0660 328** or email training@careerstepsltd.co.uk



ILM LEVEL 4 QUALIFICATIONS IN MANAGEMENT

ILM/L4QMAN/0809

Introducing the qualifications

The ILM Level 4 qualifications in Management have been designed to give practising or aspiring middle managers a solid foundation for their formal development. They also act as a bridge from Level 3 to Level 5 qualifications, preparing learners for the more rigorous demands of study at a higher level.

The Award in Management is a concise qualification made up of two mandatory units – ‘Understanding the management role’ and ‘Developing management skills’. Here learners cover the core research, analysis and group-working skills essential to practising or potential middle managers.

The Certificate in Management builds and broadens the skills and knowledge gained in the Award. (Please note learners may join the Certificate directly and are not required to undertake the Award as a prerequisite.) Participants complete the same two mandatory units as in the Award but develop further by building up their qualification with a selection of optional units.

The Diploma in Management develops a comprehensive range of middle management skills. (Please note candidates may join the Diploma directly and are not required to undertake the Certificate as a prerequisite.) Learners cover effective decision making and motivation in the workplace in two additional mandatory units and complete their Diploma with a selection of optional units.

Flexibility – learners choose from a diverse range of optional units to build their qualification to suit their needs. Each qualification has certain rules of combination that must be followed, please check qualification specifications for details.

Qualifications overview

	Level 4 Award in Management	Level 4 Certificate in Management	Level 4 Diploma in Management
Credit value*	<ul style="list-style-type: none"> Minimum 8 credits 	<ul style="list-style-type: none"> Minimum 22 credits 	<ul style="list-style-type: none"> Minimum 37 credits
Guided learning	<ul style="list-style-type: none"> Minimum 34 hours 	<ul style="list-style-type: none"> Minimum 59 hours 	<ul style="list-style-type: none"> Minimum 100 hours
Duration	<ul style="list-style-type: none"> Completion within three years 	<ul style="list-style-type: none"> Completion within three years 	<ul style="list-style-type: none"> Completion within three years
Structure	<ul style="list-style-type: none"> Induction – two hours Tutorial support – at least two hours Two mandatory units with a combined credit value of 8 	<ul style="list-style-type: none"> Induction – two hours Tutorial support – at least two hours Two mandatory units with a combined credit value of 8 Optional units with a minimum credit value of 14, of which at least six must be at Level 4 or above 	<ul style="list-style-type: none"> Induction – three hours Tutorial support – at least four hours Four mandatory units with a combined credit value of 13 Optional units with a minimum credit value of 24, of which at least 10 must be at Level 4 or above
Assessment – mandatory units	<ul style="list-style-type: none"> Work-based assignment 	<ul style="list-style-type: none"> Work-based assignment 	<ul style="list-style-type: none"> Two work-based assignments, plus Reflective review
Assessment – optional units	Depending on the units selected, a choice of: work based assignments, reflective reviews, knowledge reviews, oral presentations, role-play/scenarios, written reports or centre-devised alternatives		
Entry requirements	There are no formal entry requirements but participants will normally be practicing or aspiring first line or middle managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme		

* Please note ILM Vocationally Related Qualifications (VRQs) are part of the Qualifications and Credit Framework (QCF), applicable in England, Wales and Northern Ireland, providing successful candidates with transferable credit.



ILM LEVEL 4 QUALIFICATIONS IN MANAGEMENT

Overview of units

Ref	Unit title	CV*	Mandatory
M3.10	Introduction to leadership	2	
M3.15	Managing stress in the workplace	1	
M3.18	Coaching and training your work team	2	
M3.33	Effective meetings for managers	2	
M4.01	Understanding the management role	4	A C D
M4.02	Developing management skills	4	A C D
M4.05	Managing equality and diversity in an organisation	3	
M4.06	Managing risk in the workplace	3	
M4.07	Motivating people in the workplace	2	D
M4.08	Solving problems by making effective decisions in the workplace	3	D
M4.09	Delegating authority in the workplace	3	
M4.10	Managing and implementing change in the workplace	7	
M4.11	Developing and managing people in the workplace	5	
M4.12	Understanding the organisational culture and context	6	
M4.13	Communicating effectively orally and in writing in the workplace	3	
M4.14	Learning through workplace activities	50	
M4.15	Managing personal development	15	
M4.16	Understanding work in contemporary society	3	
M4.17	Understanding entrepreneurship	2	
M4.18	Understanding accounting for management control	3	
M4.19	Understanding and interpreting financial data	3	
M4.20	Understanding the importance of marketing for an organisation	4	
M4.21	Using quantitative methods to solve management problems	5	
M4.22	Understanding the economics of the marketplace	6	
M4.23	Forecasting using quantitative methods	3	
M4.24	Developing your leadership styles	4	
M4.25	Developing individual mental toughness	2	
M4.26	Understanding the macro economic environment	7	
M5.09	Communication in management	4	
M5.14	Understanding financial management	2	
M5.16	Managing a healthy and safe environment	2	
M5.19	Managing meetings	3	
M5.21	Managing marketing	3	
M5.25	Analysing and presenting data to inform management decisions	2	
M5.08	Managing stress and conflict in the organisation	3	
M5.17	Managing resources	4	
M5.24	Conducting operations research	2	

* Credit value. Candidates must complete the associated mandatory units for their qualification, marked A = Award and C = Certificate, then choose from the remaining units to make up the required minimum credit value – check with your centre for further advice.

Learning resources

ILM offers learning providers a range of support materials for the ILM Level 4 Qualifications in Management:

- **Management Extra** published by Pergamon Flexible Learning. This is an adaptable training resource comprising a series of workbooks covering a wide range of management topics. Many will provide excellent support for the Level 4 programmes
- **Unit assessments.** A range of ready-to-use assessments, complete with mark sheets, covering units and clusters of units

ILM membership

All learners gain free studying membership of ILM for one year. Designed to help candidates get the most from their course and advance their management career, studying membership gives access to a wide range of specialist support and development materials and services. Learners activate their ILM studying membership online at www.i-l-m.com/activate and can upgrade any time to professional membership – gaining an additional range of membership services and the use of post nominal letters (eg AInstLM).

Contact ILM www.i-l-m.com

The ILM Qualification and Membership teams are dedicated to providing the very best in customer care. If you need guidance on any aspect of leadership and management development, whether at an individual or organisational level, contact ILM.

For information on any aspect of ILM qualifications and learning resources contact **01543 266867** or email **customer@i-l-m.com**

For information on ILM membership contact **01543 266886** or email **membership@i-l-m.com**

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