

ILM Level 5 Award/Certificate/Diploma in Management

Awarded by the Institute of Leadership & Management



The Level 5 ILM qualifications have been designed for middle managers, developing a range of key skills from understanding the role (in the Award) through to critical thinking (in the Diploma)

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	10	4	6
Certificate	30	14	16
Diploma	45	23	22

MANDATORY UNITS

Award, Certificate, Diploma

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

Certificate, Diploma

M5.01 : Developing the Reflective Manager (4 credits)

M5.02 : Managing Improvement (3 credits)

M5.03 : Making a Financial Case (3 credits)

Diploma

M5.04 : Developing the Manager as a Critical Thinker (4 credits)

M5.05 : Leading Innovation & Change (5 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
- Open Programme (Award only)



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 5 QUALIFICATIONS IN MANAGEMENT



Institute of Leadership
& Management

ILM/L5QIMAN/0707

Introducing the qualifications

The ILM Level 5 Award in Management, ILM Level 5 Certificate in Management and ILM Level 5 Diploma in Management are qualifications that have been specially designed to give practising or aspiring middle managers a solid foundation in their formal development in this role.

The Award is a concise qualification designed to develop basic middle management skills and knowledge. The mandatory unit examines organisational structure and function, the roles and responsibilities of middle managers and the effect of communication and interpersonal skills on managerial performance. The final element of the unit explores the evaluation of personal development opportunities.

The Certificate builds on and broadens the areas covered in the Award in a flexible and practical way (please note

candidates may join the Certificate directly and are not required to undertake the Award as a prerequisite). Here, 'managing improvement' is explored, both in terms of organisational and personal improvement. 'Developing the reflective manager' concentrates on the analysis of personal strengths and weakness and how to work through problems using creative techniques. The crucial skill of 'making a financial case' is also explored in the fourth mandatory unit for the Certificate.

The Diploma develops a comprehensive range of basic middle management skills, assisting participants in gaining the knowledge required at this level. The qualification builds on the Award and Certificate, though is more suited to the practising manager. (Please note candidates are not required to undertake either the Award or Certificate as prerequisites and may join Diploma

programmes directly). The additional mandatory units cover 'critical thinking' – evaluating theory against reality – and 'leading innovation and change' – identifying opportunities for development and exploring the impact of organisational change on stakeholders.

Flexibility – all learners are able to choose from a diverse range of optional units to build their qualification – an Award, Certificate or Diploma (see tables below and overleaf). This high level of flexibility allows individuals or their employers to custom build a qualification focusing on the key areas of middle management that are most relevant to the demands of a specific role, industry or organisation. From managing health and safety to planning change in the workplace, the ILM Level 5 Management qualifications can be fully tailored to meet the varying needs of learners across all employment sectors.

Qualifications overview

	Level 5 Award in Management	Level 5 Certificate in Management	Level 5 Diploma in Management
Notional credit value*	• Minimum 10 credits	• Minimum 30 credits	• Minimum 45 credits
Guided learning	• Minimum 45 hours	• Minimum 150 hours	• Minimum 220 hours
Duration	• Completion within one year	• Completion within two years	• Completion within three years
Structure	<ul style="list-style-type: none"> • Induction – one hour • Tutorial support – at least two hours • One mandatory unit with a credit value of 4 • Optional units with a total minimum credit value of 6 	<ul style="list-style-type: none"> • Induction – two hours • Tutorial support – at least four hours • Four mandatory units with a combined credit value of 14 • Optional units with a total minimum credit value of 16 	<ul style="list-style-type: none"> • Induction - two hours • Tutorial support – at least seven hours • Six mandatory units with a combined credit value of 23 • Optional units with a total minimum credit value of 22
Assessment – mandatory units	• Work-based assignment	• Work-based assignment, plus • Improvement report	• Work-based assignment, plus • Improvement report, plus • Innovation report
Assessment – optional units	Depending on the units selected, a choice of : work-based assignments, reflective reviews, oral presentations, written reports or centre-devised alternatives		
Entry requirements	There are no formal entry requirements, but participants will normally be either 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		

* All references to credit ratings refer to an ILM notional credit rating, pending the introduction of the English Qualification and Credit Framework which will ratify/revise these ratings. One credit is equivalent to a nominal ten hours of learning time



ILM LEVEL 5 QUALIFICATIONS IN MANAGEMENT

Overview of units

Ref	Unit title	NCV*	Mandatory
M4.01	Understanding the management role	4	A C D
M4.02	Developing management skills	4	
M5.01	Developing the reflective manager	4	C D
M5.02	Managing improvement	3	C D
M5.03	Making a financial case	3	C D
M5.04	Developing the manager as a critical thinker	4	D
M5.05	Leading innovation and change	5	D
M5.06	Becoming an effective leader	5	
M5.07	Managing individual development	4	
M5.08	Managing stress and conflict in the organisation	3	
M5.09	Communication in management	4	
M5.10	Understanding the organisational environment	5	
M5.11	Understanding organisational culture and ethics	3	
M5.12	Managing customer relations	3	
M5.13	Managing for efficiency and effectiveness	4	
M5.14	Understanding financial management	2	
M5.15	Managing projects in the organisation	4	
M5.16	Managing a healthy and safe environment	2	
M5.17	Managing resources	4	
M5.18	Managing information	4	
M5.19	Managing meetings	3	
M5.20	Managing recruitment	5	
M5.21	Managing marketing	3	
M5.22	Conducting work analysis	2	
M5.23	Analysing and interpreting statistics to inform management decisions	2	
M5.24	Conducting operations research	2	
M5.25	Analysing and presenting data to inform management decisions	2	
M5.26	Managing facilities	2	
M5.27	Making professional presentations	2	
M5.28	Leading teams	4	

* Notional credit value

Candidates must complete the associated mandatory units for their qualification, marked A = Award, C = Certificate and D = Diploma, 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 5 Management qualifications:

- **Management Extra** published by Pergamon Flexible Learning. This is an adaptable training resource comprising a series of workbooks which cover a wide range of management topics. Many of these books provide excellent support for the programme, and have been mapped to the units
- **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. Once registered, candidates can activate their ILM studying membership online at www.i-l-m.com/activate. At any time candidates can upgrade to become a full ILM professional member – giving an additional range of membership services and the use of post nominal letters (e.g. 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 e-mail **customer@i-l-m.com**

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

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