



Transforming skills, careers and lives.

ILM Level 5 Qualifications in Leadership and Management

The Institute of Leadership & Management (ILM) is the UK's largest management body. ILM combines industry-leading qualifications and specialist member services.

Best Practice Training & Development Ltd is a leading ILM Approved Centre. We deliver a range of ILM courses - either in your workplace or by distance learning.

The following pages contain course information.

For further information or to discuss this course in more detail, please contact **Best Practice on 01923 225225**

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Who are these qualifications for?

The Level 5 Award, Certificate or Diploma in Leadership and Management is designed for practising middle managers, helping them to develop their skills and experience, improve performance and prepare for senior management responsibilities.

Benefits for individuals

- ▶ Use core management techniques to drive better results
- ▶ Develop your ability to lead, motivate and inspire
- ▶ Provide strategic leadership as well as day-to-day management
- ▶ Benchmark your managerial skills
- ▶ Raise your profile in your organisation.

Benefits for employers

- ▶ Encourage strategic thinking at this level of management to foster business improvement
- ▶ Engage middle managers with training and development

- this qualification is designed to provide clear, measurable benefits to career-minded professionals
- ▶ Customise this qualification to your development needs.

The qualifications are made up of a broad range of units covering skills in six core areas – working with people, managing yourself and personal skills, providing direction, facilitating innovation and change, achieving results, and using resources. The flexibility in unit choice allows the qualification to be tailored to meet the needs of the individual and employer.

Progression

This qualification will provide progression opportunities to other qualifications including:

- ▶ ILM Level 5 Extended Diploma in Leadership and Management
- ▶ ILM Level 5 Diploma in Principles of Leadership and Management.

Qualification overview

Qualification title	Credit value	Structure
Level 5 Award in Leadership and Management	Minimum 6 credits Maximum 12 credits	<ul style="list-style-type: none"> ▶ One hour induction ▶ At least three hours tutorial support ▶ Choice of optional units from Group 1, which contains Level 5 units* ▶ Minimum of two units from Group 1 ▶ All units must be taken from Group 1
Level 5 Certificate in Leadership and Management	Minimum 13 credits Maximum 36 credits	<ul style="list-style-type: none"> ▶ Two hour induction ▶ At least seven hours tutorial support ▶ Choice of optional units from Groups 1 and 2, where Group 1 contains Level 5 units and Group 2 contains units at Levels 4 and 6* ▶ Maximum of 6 credits from Group 2
Level 5 Diploma in Leadership and Management	Minimum 37 credits	<ul style="list-style-type: none"> ▶ Two hour induction ▶ At least seven hours tutorial support ▶ Choice of optional units from Groups 1 and 2, where Group 1 contains Level 5 units and Group 2 contains units at Levels 4 and 6* ▶ Maximum of 18 credits from Group 2

*Refer to table overleaf for unit details

Rules of combination

Award

- ▶ Minimum 6 credits, maximum 12 credits
- ▶ Minimum of two units from Group 1
- ▶ All units must be taken from Group 1

Certificate

- ▶ Minimum 13 credits, maximum 36 credits
- ▶ Choice of units from Groups 1 and 2
- ▶ Maximum of 6 credits from Group 2

Diploma

- ▶ Minimum 37 credits
- ▶ Choice of units from Groups 1 and 2
- ▶ Maximum of 18 credits from Group 2

Overview of units

Group 1

Reference	Unit title	Level	CV*	GLH**
8607-501	Managing Improvement	5	3	8
8607-502	Making a Financial Case	5	3	14
8607-503	Developing Critical Thinking	5	4	18
8607-504	Leading Innovation and Change	5	5	24
8607-505	Managing Individual Development	5	4	18
8607-506	Managing Stress and Conflict in the Organisation	5	3	8
8607-507	Understanding the Organisational Environment	5	5	24
8607-508	Understanding Organisational Culture and Ethics	5	3	12
8607-509	Managing Customer Relations	5	3	10
8607-510	Managing for Efficiency and Effectiveness	5	4	18
8607-511	Managing Projects in the Organisation	5	4	18
8607-512	Managing Resources	5	4	12
8607-513	Managing Information	5	4	12
8607-514	Managing Recruitment	5	5	24
8607-515	Managing Work Analysis	5	3	12
8607-516	Analysing and Interpreting Statistics to Inform Management Decisions	5	2	10
8607-517	Understanding the Management of Facilities	5	2	9
8607-518	Making Professional Presentations	5	2	9
8607-519	Developing and Leading Teams to Achieve Organisational Goals and Objectives	5	4	18
8607-520	Assessing Your Own Leadership Capability and Performance	5	6	15
8607-521	Managing Own Continuing Professional Development (<i>Certificate and Diploma only</i>)	5	15	20
8607-522	Becoming an Effective Leader	5	5	9
8607-523	Preparing to Apply Lean Production and Improvement Methodologies to Operational Problems in Service Delivery	5	8	8
8607-524	Applying Lean Production and Improvement Methodologies to Operational Problems in Service Delivery (<i>Certificate and Diploma only</i>)	5	11	12
8607-525	Improving and Maintaining the Organisation's Environmental Performance	5	5	14
8607-526	Managing Remote Workers	5	5	12
8607-527	Partnership Working	5	4	10
8607-528	Understanding Governance of Organisations	5	6	18
8607-529	Knowledge and Information Management	5	5	14
8607-530	Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring	5	5	18
8607-531	Improving Own Leadership Performance Through Action Learning (<i>Diploma only</i>)	5	15	36

*Credit value. **Guided learning hours.

Group 2

Reference	Unit title	Level	CV*	GLH**
8607-400	Understanding the Management Role to Improve Management Performance	4	4	15
8607-401	Planning and Leading a Complex Team Activity	4	4	6
8607-402	Managing Equality and Diversity in Own Area	4	4	12
8607-403	Managing Risk in the Workplace	4	3	6
8607-404	Delegating Authority in the Workplace	4	3	3
8607-405	Developing People in the Workplace	4	5	21
8607-406	Developing Your Leadership Styles	4	4	10
8607-407	Understanding Financial Management	4	3	12
8607-408	Management Communication	4	4	18
8607-409	Managing Personal Development (<i>Diploma only</i>)	4	15	6
8607-410	Managing the Analysis of Secondary Data	4	4	15
8607-411	Managing a Healthy and Safe Environment	4	2	9
8607-412	Managing Meetings	4	3	15
8607-413	Managing Marketing Activities	4	3	15
8607-414	Data Collection and Analysis to Justify Management Decision Making	4	2	10
8607-415	Motivating People in the Workplace	4	2	6
8607-416	Solving Problems by Making Effective Decisions in the Workplace	4	3	14
8607-417	Managing and Implementing Change in the Workplace	4	6	24
8607-418	Understanding the Organisational Culture and Context	4	6	25
8607-419	Understanding Work in Contemporary Society	4	3	8
8607-420	Budgetary Planning and Control	4	3	6
8607-421	Interpreting Financial Statements to Assess Organisational Performance Using Financial Ratios	4	3	6
8607-422	Understanding the Importance of Marketing for an Organisation	4	4	6
8607-423	Using Quantitative Methods to Solve Management Problems	4	6	10
8607-424	Understanding the Economics of the Marketplace	4	6	10
8607-425	Developing Individual Mental Toughness	4	2	5
8607-426	Understanding the Macro Economic Environment (<i>Diploma only</i>)	4	7	25
8607-427	Developing a Culture to Support Innovation and Improvement	4	3	12
8607-601	Managing Operations Research	6	3	10

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Learning resources

There is a range of materials available to support ILM qualifications, for full details browse online at www.i-l-m.com/shop

ILM membership

ILM membership brings access to a wide range of online resources, news and information that have been specially selected to support management learning and development. It's the ideal way to help learners get the most from their ILM programme and support their management career. Visit www.i-l-m.com/members for more information.

Our ethos

Our qualifications combine innovative design with a strong focus on workplace performance, we believe this delivers well-rounded managers with a proven ability to perform to the required standards.

Contact ILM

The ILM Customer Service Team is 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.

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