

Technical specifications for

ILM Level 5

Award, Certificate and Diploma in Leadership and Management (8607)

Version: 071212

Table of Contents

Qualification Purpose and Aim	3
Progression Routes	4
Qualification Specific Occupational Competency Requirements	5
Qualification Structures and Details	6
Overview of Units	8

Note: This a qualification specific document and should always be read in conjunction with the Supporting Notes for ILM VRQs document available at www.i-l-m.com or from ILM Customer Services (customer@i-l-m.com) and the ILM Centre Guide www.i-l-m.com/centreguide

Qualification Purpose and Aim

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 Routes

These qualifications will provide progression opportunities to a range of qualifications such as:

Level 5 Award in Leadership and Management	Level 5 Certificate in Leadership and Management	Level 5 Diploma in Leadership and Management
<ul style="list-style-type: none"> • ILM Level 5 Diploma in Principles of Leadership and Management. • ILM Level 5 Certificate in Leadership and Management • ILM Level 5 Diploma in Leadership and Management 	<ul style="list-style-type: none"> • ILM Level 5 Diploma in Principles of Leadership and Management. • ILM Level 5 Diploma in Leadership and Management 	<ul style="list-style-type: none"> • ILM Level 5 Extended Diploma in Leadership and Management

Qualification Specific Occupational Competency Requirements

Centres must ensure they have competent and suitably qualified staff involved in teaching, learning and assessment of ILM qualifications.

Generic occupational competency requirements are listed in the *Supporting Notes for ILM VRQs* document which is downloadable from the ILM website www.i-l-m.com/centres

Qualification Structures and Details

ILM Level 5 Award in Leadership and Management

Qualification Accreditation No:	600/5855/9
Planned Operational Start Date:	01/09/2012
Registration End Date:	31/08/2015
Certification End Date:	31/08/2018
Credit Value:	Minimum 6 and maximum 12 credits
Induction:	At least 1 hour
Tutorial Support:	Minimum 3 hours
Guided Learning Hours (GLH):	The overall guided learning hours for the programme depends on the specific units selected, combined with the additional induction and tutorial support cited above.
Duration:	To be completed in 3 years
Rules of Combination:	Learners are required to attain a minimum of 6 credits from units 501 - 520, 522, 523, 525-530 in group 1 in order to achieve this qualification. Refer to the overview of units table.
Assessments:	Criterion assessment applies to all units within this qualification (i.e. the learner must adequately evidence each assessment criterion). For further details see the ILM recommended Mark-Sheet for each unit.

ILM Level 5 Certificate in Leadership and Management

Qualification Accreditation No:	600/5854/7
Planned Operational Start Date:	01/09/2012
Registration End Date:	31/08/2015
Certification End Date:	31/08/2018
Credit Value:	Minimum 13 and maximum 36 credits
Induction:	At least 2 hours
Tutorial Support:	Minimum 7 hours
Guided Learning Hours (GLH):	The overall guided learning hours for the programme depends on the specific units selected, combined with the additional induction and tutorial support cited above.
Duration:	To be completed in 3 years
Rules of Combination:	Learners must gain a minimum of 13 credits from a choice of optional units (501-530) within groups 1 and 2, of that no more than 6 credits can be taken from group 2 units (601, 400-408, 410-425, 427) Refer to the overview of units table.
Assessments:	Criterion assessment applies to all units within this qualification (i.e. the learner must adequately evidence each assessment criterion). For further details see the ILM recommended Mark-Sheet for each unit.

ILM Level 5 Diploma in Leadership and Management

Qualification Accreditation No:	600/5856/0
Planned Operational Start Date:	01/09/2012
Registration End Date:	31/08/2015
Certification End Date:	31/08/2018
Credit Value:	minimum 37 credits
Induction:	At least 2 hours
Tutorial Support:	Minimum 7 hours
Guided Learning Hours (GLH):	The overall guided learning hours for the programme depends on the specific units selected, combined with the additional induction and tutorial support cited above.
Duration:	To be completed in 3 years
Rules of Combination:	Learners must gain a minimum of 37 credits from a choice of optional units (501-531) within groups 1 and 2, of that no more than 18 credits can be taken from group 2 units (400-427, 601). Refer to the overview of units table.
Assessments:	Criterion assessment applies to all units within this qualification (i.e. the learner must adequately evidence each assessment criterion). For further details see the ILM recommended Mark-Sheet for each unit.

Overview of Units

Group 1

Ref	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
8607-522	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
8607-525	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
8607-524	Applying Lean Production and Improvement Methodologies to Operational Problems in Service Delivery (<i>Certificate and Diploma only</i>)	5	11	12
8607-521	Managing Own Continuing Professional Development (<i>Certificate and Diploma only</i>)	5	15	20
8607-531	Improving Own Leadership Performance Through Action Learning (<i>Diploma only</i>)	5	15	36

Group 2

Ref	Unit Title	Level	CV*	GLH**
8607-601	Managing Operations Research	6	3	10
8607-410	Managing the Analysis of Secondary Data	4	4	15
8607-408	Management Communication	4	4	18
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
8607-400	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
8607-415	Motivating People in the Workplace	4	2	6
8607-416	Solving Problems by Making Effective Decisions in the Workplace	4	3	14
8607-404	Delegating Authority in the Workplace	4	3	3
8607-417	Managing and Implementing Change in the Workplace	4	6	24
8607-405	Developing People in the Workplace	4	5	21
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
8607-406	Developing Your Leadership Styles	4	4	10
8607-425	Developing Individual Mental Toughness	4	2	5
8607-407	Understanding Financial Management	4	3	12
8607-427	Developing a Culture to Support Innovation and Improvement	4	3	12
8607-409	Managing Personal Development (<i>Diploma only</i>)	4	15	6
8607-426	Understanding the Macro Economic Environment (<i>Diploma only</i>)	4	7	25

*Credit Value

** Guided Learning Hours