ILM LEVEL 5 QUALIFICATIONS IN MANAGEMENT

Institute of Leadership & Management

ILM/L5QMAN/0809

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 learners 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 learners 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 learners 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
Credit value*	• Minimum 10 credits	• Minimum 30 credits	• Minimum 45 credits
Guided learning	• Minimum 45 hours	• Minimum 140 hours	• Minimum 210 hours
Duration	• Completion within three years	• Completion within three years	• Completion within three years
Structure	• 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	• Induction – two hours • Tutorial support – at least five hours • Four mandatory units with a combined credit value of 14 • Optional units with a total minimum credit value of 16	• Induction - two hours • Tutorial support – at least nine 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		

*__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 learners with transferable qualification credit

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Overview of units

Ref	Unit title	CV*	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	

* 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. 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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