

## ILM Level 5

# Qualifications in Leadership and Management



### Who are these qualifications for?

The Level 5 Award, Certificate or Diploma in Leadership and Management are 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 – these qualifications are designed to provide clear, measurable benefits to career-minded professionals
- Customise these qualifications 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

These qualifications will provide progression opportunities to other qualifications including:

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

## Qualification overview

| Qualification title  | Credit value                                   | Total qualification time | Structure   |
|--|--|--------------------------|---|
| <b>Level 5 Award in Leadership and Management</b><br>QAN: 600/5855/9       | Minimum<br>6 credits<br>Maximum<br>12 credits  | 60 hours                 | <ul style="list-style-type: none"> <li>● One hour induction</li> <li>● At least three hours tutorial support</li> <li>● Minimum of two units from Group 1</li> <li>● All units must be taken from Group 1</li> </ul>          |
| <b>Level 5 Certificate in Leadership and Management</b><br>QAN: 600/5854/7 | Minimum<br>13 credits<br>Maximum<br>36 credits | 130 hours                | <ul style="list-style-type: none"> <li>● Two hour induction</li> <li>● At least seven hours tutorial support</li> <li>● Minimum of 7 credits from Group 1</li> <li>● Maximum of 6 credits from Group 2</li> </ul>             |
| <b>Level 5 Diploma in Leadership and Management</b><br>QAN: 600/5856/0     | Minimum<br>37 credits                          | 370 hours                | <ul style="list-style-type: none"> <li>● Two hour induction</li> <li>● At least seven hours tutorial support</li> <li>● Choice of optional units from Groups 1 and 2</li> <li>● Maximum of 18 credits from Group 2</li> </ul> |

\*Refer to table below 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
- Minimum of 7 credits from Group 1
- 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

## APL of expired units

8607-530 Level 5 Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring (5 credits) UAN ref: L/503/9614

Please note any new learners registered from 1 July 2020 must complete the current unit(s) as follows: 550 **not** 530

Any learner who has already achieved 530 or who is on programme but was registered prior to 1 July 2020 may claim 530 as APL.

## Overview of units

### Group 1

| Reference | Unit title   | Level | CV* | GLH** | eWorkbook† |
|-----------|--|-------|-----|-------|------------|
| 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 <sup>e</sup>  | 5     | 3   | 8     | WB6        |
| 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 <sup>e</sup>   | 5     | 4   | 18    | WB9        |
| 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 <sup>e</sup>   | 5     | 2   | 9     | WB14       |
| 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 <sup>e</sup>   | 5     | 4   | 10    | WB8        |
| 8607-528  | Understanding Governance of Organisations  | 5     | 6   | 18    |            |
| 8607-529  | Knowledge and Information Management   | 5     | 5   | 14    |            |
| 8607-531  | Improving Own Leadership Performance Through Action Learning ( <i>Diploma only</i> )   | 5     | 15  | 36    |            |
| 8607-533  | Managing Mental Health in the Workplace  | 5     | 3   | 8     |            |
| 8607-550  | Understanding the Skills, Principles and Practice of Effective Coaching and Mentoring within an Organisational Context                     | 5     | 6   | 20    |            |

\*Credit value \*\*Guided learning hours †ILM eWorkbooks are available to support unit delivery

## Group 2

| Reference | Unit title  | Level | CV* | GLH** | eWorkbook† |
|-----------|---|-------|-----|-------|------------|
| 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 <b>e</b>  | 4     | 4   | 12    | WB2        |
| 8607-403  | Managing Risk in the Workplace <b>e</b>   | 4     | 3   | 6     | WB11       |
| 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 <b>e</b>  | 4     | 3   | 15    | WB5        |
| 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 <b>e</b>   | 4     | 2   | 6     | WB3        |
| 8607-416  | Solving Problems by Making Effective Decisions in the Workplace <b>e</b>                      | 4     | 3   | 14    | WB12       |
| 8607-417  | Managing and Implementing Change in the Workplace <b>e</b>                                    | 4     | 6   | 24    | WB7        |
| 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 <b>e</b>   | 4     | 3   | 6     | WB10       |
| 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    |            |

\*Credit value \*\*Guided learning hours †ILM eWorkbooks are available to support unit delivery

### eWorkbooks

We offer a range of eWorkbooks on essential leadership and management topics. These interactive resources provide good coverage of the unit learning outcomes, with highly engaging activities that support the learning process and prepare learners to undertake the formal unit assessment.

The following eWorkbooks are available to support delivery of units highlighted with **e** within this qualification:

- WB2 Managing inclusively
- WB3 Managing staff performance
- WB5 Managing meetings
- WB6 Managing team conflicts
- WB7 Managing change
- WB8 Managing collaboration
- WB9 Managing projects
- WB10 Managing budgets
- WB11 Managing risk
- WB12 Managing business improvement
- WB14 Managing presentations

Find out more: [www.i-l-m.com/eworkbooks](http://www.i-l-m.com/eworkbooks)

### 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.

**T 01543 266867**  
**E [customer@i-l-m.com](mailto:customer@i-l-m.com)**

All ILM qualifications are awarded by the City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter.

### Learning resources

There is a range of materials available to support ILM qualifications through our online portal, Walled Garden, and the ILM website. Contact us to find out more.

### Institute of Leadership & Management membership

All ILM learners receive a minimum of 12 months membership of the Institute of Leadership & Management, bringing access to a wealth of resources to support their leadership development.

### 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.