ILM LEVEL 3 QUALIFICATIONS IN LEADERSHIP AND MANAGEMENT SKILLS

Institute of Leadership & Management

ILM/L3QLMS/1208

Introducing the qualifications

The ILM Level 3 Award and ILM Level 3 Certificate in Leadership and Management Skills have been designed to develop the leadership and management skills of practicing or aspiring first line managers.

The ILM Award in Leadership and Management Skills is a concise qualification consisting of three mandatory units. Learners are taken through problem solving and decision making techniques in the first unit, explore leadership styles in the second unit, and finally in the third unit of this qualification learners look at motivating and developing teams.

The Certificate in Leadership and Management Skills builds and broadens the understanding gained in the Award (please note learners may join the Certificate directly and are not required to undertake the Award as prerequisite). Here, learners take the same three mandatory units as in the Award then complete three optional units from a wide selection. From 'Writing for business' to 'Working with costs and budgets' the Certificate in Leadership and Management Skills can be fully tailored to meet the varying needs of learners across all employment sectors.

Qualifications overview

	Level 3 Award in Leadership and Management Skills	Level 3 Certificate in Leadership and Management Skills
Credit value*	• Minimum 6 credits	• Minimum 15 credits
Guided learning	• Minimum 30 hours	• Minimum 62 hours
Duration	• Completion within one year	• Completion within two years
Structure	• Induction – one hour • Tutorial support – at least two hours • Three mandatory units with a combined value of 6 • No optional units	• Induction – two hours • Tutorial support – at least five hours • Three mandatory units with a combined credit value of 6 • Optional units with a minimum total credit value of 9
Assessment – mandatory units	• Work-based assignment, plus • Reflective review	• Work-based assignment, plus • Reflective review
Assessment – optional units (Certificate only)	Depending on the units selected, a choice of: work-based assignments, reflective reviews, knowledge reviews; oral presentations, role-play/scenarios, written reports or centre-devised alternatives	
Entry requirements	There are no formal entry requirements but participants will normally be either practising or aspiring first line 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
M3.01	Solving problems and making decisions	2	A C
M3.04	Achieving objectives through time management	1	
M3.05	Writing for business	1	
M3.09	Giving briefings and making presentations in the workplace	1	
M3.10	Introduction to leadership	2	A C
M3.12	Motivating to perform in the workplace	2	
M3.13	Developing yourself and others	2	
M3.14	Managing conflict in the workplace	1	
M3.15	Managing stress in the workplace	1	
M3.18	Coaching and training your work team	2	
M3.21	Organising and delegating	1	
M3.22	Managing projects	2	
M3.23	Managing health and safety at work	3	
M3.27	Working with costs and budgets	1	
M3.31	Influencing others at work	1	
M3.32	Communicating one-to-one at work	1	
M3.33	Effective meetings for managers	2	
M3.36	Leading a team effectively	2	A C

* Credit value
Candidates must complete the associated mandatory units for their qualification, marked A = Award and C = Certificate, then choose from the remaining units to make up the required minimum credit value (Certificate only) – check with your centre for further advice.

Learning resources

ILM offers learning providers a range of support materials for the ILM Level 3 Qualifications in Leadership and Management Skills:

- *ILM Super Series 5* (published by Elsevier, April 2007) A fully revised fifth edition of this text-based open learning material which provides a direct match to each unit
- 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 (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 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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