



# ILM LEVEL 5 DIPLOMA IN LEADERSHIP AND MANAGEMENT

ILM/L5DipLM/0308

## Introducing the qualification

The ILM Level 5 Diploma in Leadership and Management has been specially designed to give practising managers a solid foundation for their formal development in this role, building up a wide range of basic middle management skills and gaining the comprehensive leadership and management knowledge required at this level.

Participants take four mandatory units aimed at developing a range of leadership and management skills for example the unit 'Leading innovation and change', explores the skills necessary to identify and implement organisational innovation and improvement. The largest unit of the qualification, 'Improving own leadership performance through action learning',

uses the technique of action learning to increase personal leadership capabilities. Participants then select from a wide choice of optional units to build up a comprehensive range of skills tailored to their needs.

## Qualification overview

Level 5 Diploma in Leadership and Management	
<b>Credit value*</b>	<ul style="list-style-type: none"><li>• Minimum 46 credits</li></ul>
<b>Guided learning</b>	<ul style="list-style-type: none"><li>• Minimum 168 hours</li></ul>
<b>Duration</b>	<ul style="list-style-type: none"><li>• Completion within three years</li></ul>
<b>Structure</b>	<ul style="list-style-type: none"><li>• Induction – two hours</li><li>• Tutorial support – at least seven hours</li><li>• Four mandatory units</li><li>• Optional units with a total minimum credit value of 16</li></ul>
<b>Assessment – mandatory units</b>	<ul style="list-style-type: none"><li>• Innovation report, plus</li><li>• Reflective review, plus</li><li>• Leadership development plan and reflective learning log</li></ul>
<b>Assessment – optional units</b>	Depending on the units selected, a choice of: work-based assignments, reflective reviews, oral presentations, written reports or centre devised alternatives
<b>Entry requirements</b>	There are no formal entry requirements but participants will normally be either practising or aspiring middle managers with opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme

\* Credit values are notional until 30 April 2008, pending the introduction of the English Qualifications and Credit Framework which will ratify/revise these values. One credit is equivalent to a nominal ten hours of learning time



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## Overview of units

Ref	Unit title	CV*	Mandatory
M4.01	Understanding the management role	4	
M4.02	Developing management skills	4	
M5.01	Developing the reflective manager	4	
M5.02	Managing improvement	3	
M5.03	Making a financial case	3	
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	
M5.29	Assessing your own leadership capability and performance	6	D
M5.30	Improving own leadership performance through action learning	15	D

\* Credit value

Candidates must complete the associated mandatory units for their qualification, marked 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 Diploma in Leadership and Management:

- **Management Extra** published by Permagon 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. Once registered, candidates can activate their ILM studying membership online at [www.i-l-m.com/activate](http://www.i-l-m.com/activate). At any time candidates can upgrade to become a full ILM professional member – giving an additional range of membership services and the use of post nominal letters (e.g. AInstLM).

## Contact ILM [www.i-l-m.com](http://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 e-mail **customer@i-l-m.com**

For information on ILM membership contact **01543 266886** or e-mail **membership@i-l-m.com**

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