



ILM LEVEL 5 NVQ DIPLOMA IN MANAGEMENT



ILM/L5NDIM/V6/0211

Introducing the qualification

The ILM Level 5 NVQ Diploma in Management has been specifically designed for middle managers with a wide span of control and accountability for performance, in particular those with responsibility for determining resource allocation and operational methods in their department or organisation.

All of ILM's new NVQs are part of the Qualifications and Credit Framework (QCF), applicable in England, Wales and Northern Ireland, providing successful learners with transferable unit credit.

Learners take four mandatory units covering developing and implementing operational plans, working productively, providing leadership and direction, and planning change. They then choose from a diverse range of optional units to complete the qualification, tailoring their learning to meet their individual and organisational needs.

Qualification overview

ILM Level 5 NVQ Diploma in Management 501/0620/X	
Credit value	<ul style="list-style-type: none">• Minimum 38
Guided learning hours	Minimum 168 hours, maximum 218 hours
Structure	<ul style="list-style-type: none">• Induction – one hour• Tutorial support – at least two hours• Four mandatory units from Group A with a credit value of 23• Option units from Group B with a credit value of 15. No more than 13 credits taken at Level 4
Assessment	ILM NVQs are assessed using evidence from the workplace. This could include observation, professional discussion, questioning/interviews/witness testimony, physical products of work (such as plans, reports, correspondence etc) or other methods allowed within the QCF. Please note simulation is not allowed.
Entry requirements	There are no formal entry requirements however learners: <ul style="list-style-type: none">• will undertake an initial assessment to determine the appropriate NVQ level and optional units• should normally be employed in a team leading role to gather evidence from the workplace for assessment• who are not currently in employment may be able to join the qualification if they are able to gather evidence of recent middle management experience in a paid or voluntary capacity from within a period of three years of registration.
Duration	Completion within three years



ILM LEVEL 5 NVQ DIPLOMA IN MANAGEMENT

Overview of units

Level	Unit title	CV*
Mandatory Group A		
5	Develop and evaluate operational plans for own area of responsibility	6
4	Provide leadership and direction for own area of responsibility	5
5	Plan change in own area of responsibility	6
5	Work productively with colleagues and stakeholders	6
Optional Group B		
5	Establish risk management processes for an organisation	6
5	Promote equality of opportunity, diversity and inclusion across an organisation	6
5	Examine staff turnover issues in own area of responsibility	4
5	Developing collaborative relationships with other organisations	7
5	Promote the use of technology within an organisation	6
5	Manage health and safety across an organisation	6
5	Monitor and review business processes	3
5	Develop a customer-focused organisation	5
6	Conduct a quality audit	6
5	Manage product development and marketing	7
4	Develop, maintain and review personal networks	4
4	Ensure compliance with legal, regulatory, ethical and social requirements	5
4	Manage risk in own area of responsibility	4
4	Review risk management processes in own area of responsibility	3
4	Implement change in own area of responsibility	6
4	Develop working relationships with colleagues and stakeholders	4
5	Recruit staff in own area of responsibility	4
4	Plan, allocate and monitor work in own area of responsibility	5
4	Support learning and development within own area of responsibility	5
4	Address performance problems affecting team members	3
4	Build, support and manage a team	4
4	Support individuals to develop and take responsibility for their performance	4
4	Know how to follow disciplinary procedures	4
4	Managing grievance procedures	3
4	Support the management of redundancies in own area of responsibility	3
4	Develop and implement a risk assessment plan in own area of responsibility	6
4	Manage physical resources	3
4	Manage the environmental impact of work activities	5
4	Manage a tendering process	4
4	Plan and manage a project	8
4	Develop and implement marketing plans	6
4	Analyse the market in which your organisation operates	5
4	Manage the achievement of customer satisfaction	5
4	Prepare for and support quality audits	4
6	Inform strategic decision making	7
6	Support the culture of an organisation	5
6	Lead innovation within an organisation	10
5	Manage a budget for own area or activity of work	7
6	Outsource organisational processes	8
6	Manage a programme of complementary projects	8

* Credit value. To gain the qualification learners must complete all the units in Group A plus a selection of optional units from Group B. Please see the structure section overleaf for details.

Learning resources

There is a range of materials available to support ILM qualifications, for full details browse online at www.i-l-m.com/shop.

ILM membership

All learners can gain free development support for six months with our Trial Membership package. ILM membership brings access to a wide range of online resources, news and information that have been specially selected to support management learning and development. It's the ideal way to help learners get the most from their ILM programme and support their management career.

Learners can simply visit www.i-l-m.com/activate and start their free Trial Membership anytime.

Contact ILM

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**

Customer Services

Stowe House
Netherstowe
Lichfield
WS13 6TJ
T 01543 266867
F 01543 266893

www.i-l-m.com