



## 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, covering both organisational and personal improvement. The crucial skill of 'making a financial case' is also examined in the third 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 'developing 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
<b>Credit value</b>	<ul style="list-style-type: none"> <li>Minimum 10 credits</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 26 credits</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 41 credits</li> </ul>
<b>Guided learning</b>	<ul style="list-style-type: none"> <li>Minimum 31 hours</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 88 hours</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 152 hours</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>Completion within three years</li> </ul>	<ul style="list-style-type: none"> <li>Completion within three years</li> </ul>	<ul style="list-style-type: none"> <li>Completion within three years</li> </ul>
<b>Structure</b>	<ul style="list-style-type: none"> <li>Induction – one hour</li> <li>Tutorial support – at least two hours</li> <li>One mandatory unit with a credit value of 4</li> <li>Optional units with a total minimum credit value of 6 (all must be at level 5)</li> </ul>	<ul style="list-style-type: none"> <li>Induction – two hours</li> <li>Tutorial support – at least five hours</li> <li>Three mandatory units with a combined credit value of 10</li> <li>Optional units with a total minimum credit value of 16</li> </ul>	<ul style="list-style-type: none"> <li>Induction – two hours</li> <li>Tutorial support – at least nine hours</li> <li>Five mandatory units with a combined credit value of 19</li> <li>Optional units with a total minimum credit value of 22</li> </ul>
<b>Assessment – mandatory units</b>	<ul style="list-style-type: none"> <li>Work-based assignment</li> </ul>	<ul style="list-style-type: none"> <li>Work-based assignment, plus</li> <li>Improvement report</li> </ul>	<ul style="list-style-type: none"> <li>Work-based assignment, plus</li> <li>Improvement report, plus</li> <li>Innovation report</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 the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme.		



# ILM LEVEL 5 QUALIFICATIONS IN MANAGEMENT

## Overview of units

Ref	Unit title	CV*	Mandatory
M4.01	Understanding the management role	4	A C D
M4.02	Managing the analysis of secondary data	4	
M4.27	Management communication	4	
M4.28	Understanding financial management	2	
M4.29	Managing a healthy and safe environment	2	
M4.30	Managing meetings	3	
M4.36	Managing marketing activities	3	
M4.37	Data collection and analysis to justify management decision-making	2	
M5.02	Managing improvement	3	C D
M5.03	Making a financial case	3	C D
M5.04	Developing critical thinking	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	
M5.10	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	
M5.15	Managing projects in the organisation	4	
M5.17	Managing resources	4	
M5.18	Managing information	4	
M5.20	Managing recruitment	5	
M5.23	Analysing and interpreting statistics to inform management decisions	2	
M5.27	Making professional presentations	2	
M5.44	Managing work analysis	3	
M5.45	Understanding the management of facilities	2	
M5.46	Developing and leading teams to achieve organisational goals and objectives	4	
M6.09	Managing operations research	3	

\* 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

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

The following are suitable for the ILM Level 5 Qualifications in Management:

- *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 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](http://www.i-l-m.com/activate) and start their free Trial Membership anytime.

## 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 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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