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TRAINING LEARNING CARING

COURSE INFORMATION



Institute of
Leadership &
Management
Centre

GROW Level 3 Award in Effective Management

“The conventional definition of management is getting work done through people, but real management is developing people through work.”

Agha Hasan Abedi

The ILM Level 3 Award in Effective Management is a completely flexible qualification, suitable for all practicing and aspiring managers looking to develop general or career-specific management skills. You can select from over 45 optional units to build a tailor-made qualification that meets your individual requirements, or those of your employer.

The large range of optional units cover broad management skills and knowledge such as team building, managing projects and working with costs and budgets or more specialised areas such as site waste management or incident management and disaster recovery.

Each unit is assigned a credit value and to complete this award you must choose a combination of units totalling between 5 and 12 credits.

Progression: As you progress in your career there are a number of ILM qualifications that can help you in your new role, recognise your knowledge and achievements or prepare you for your next move. On completion of this award you can progress to a number of ILM qualifications including:

- ILM Level 3 Certificate or Diploma in First Line Management
- ILM Level 3 S/NVQ in Management
- ILM Level 4 Award in Management
- ILM Level 4 S/NVQ in Management
- ILM Level 5 Award, Certificate or Diploma in Management

Qualification Overview:	
ILM Level 3 Award in Effective Management	
Credit value	<ul style="list-style-type: none"> • Minimum of 5 credits, up to • Maximum 12 credits
Guided learning	<ul style="list-style-type: none"> • Minimum of 15 hours
Duration	<ul style="list-style-type: none"> • Completion within three years
Structure	This qualification has no mandatory units and candidates can choose any number and combination of the optional units in order to achieve the required number of credits.
Assessment	<ul style="list-style-type: none"> • A mixture of work based assignments, reflective reviews and centre devised alternatives
Entry requirements	There are no formal entry requirements, but learners must be in a position to meet the assessment demands - ideally using their workplace as the basis for assignments.

Please note these ILM Vocationally Related Qualifications (VRQs) are part of the Qualifications and Credit Framework (QCF), applicable in England, Wales and Northern Ireland, providing successful candidates with transferable qualification credit.

Training Learning Caring: 69 High Street, Stetchworth, Suffolk, CB8 9TH Telephone: 01638 507179

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Council for Awards
in Children's Care
and Education
Cache Centre



Overview of Units

Ref	Unit Title	NCV*
M3.02	Understanding change in the workplace	2
M3.03	Planning change in the workplace	2
M3.04	Achieving objectives through time management	1
M3.05	Writing for business	1
M3.06	Managing creativity and innovation in the workplace	1
M3.07	Obtaining information for effective management	2
M3.08	Managing customer service	1
M3.09	Giving briefings and making presentations in the workplace	1
M3.10	Introduction to leadership	2
M3.11	Building the team	1
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
M3.16	Managing the employment relationship	2
M3.17	Recruiting, selecting and inducting new staff in the workplace	3
M3.18	Coaching and training your work team	2
M3.19	Providing quality to customers	2
M3.20	Planning to work efficiently	2
M3.21	Organising and delegating	1
M3.22	Managing projects	2
M3.23	Managing health and safety at work	3
M3.24	Understanding organisations in their context	2
M3.25	Understanding culture and ethics in organisations	2
M3.26	Managing performance	1
M3.27	Working with costs and budgets	1
M3.28	Managing the efficient use of materials	1
M3.29	Managing the effective use of equipment	1
M3.30	Understanding the communication process in the workplace	1
M3.31	Influencing others at work	1
M3.32	Communicating one-to-one at work	1
M3.33	Effective meetings for managers	2
M3.34	Understanding workplace information systems	1
M3.35	Marketing for managers	1
M3.36	Leading a team effectively	2
M3.38	Introduction to managing and maintaining property and assets	3
M3.39	Introduction to the effective management of space within own organisation	3
M3.40	Understanding support services operations	3
M3.41	Managing sustainability and environmental issues	3
M3.42	Managing utility services and energy efficiency in the workplace	2
M3.43	Understanding procurement and supplier management in the workplace	2
M3.44	Understanding facilities management within the context of an organisation	4
M3.45	Managing and developing relationships in the workplace	2
M3.46	Managing contracts and contractors in the workplace	2
M3.47	Delivering service in the workplace	2
M3.48	Understanding incident management and disaster recovery in the workplace	2
M3.49	Understanding security measures in the workplace	2
M3.51	Understanding advanced site waste management	1

* Credit value

Accreditation: Institute of Leadership and Management ILM Level 3 Award in Effective Management

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Health &
Wellbeing
Award

