

tlc

# TRAINING LEARNING CARING

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## COURSE INFORMATION



Institute of  
Leadership &  
Management  
Centre

### **LEAD Programme Level 5 Qualifications in Management**

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“Before you are a leader, success is all about growing yourself.  
When you become a leader, success is all about growing others.”  
*Jack Welch*

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 Qualifications overview learners may join the Certificate directly and are not required to undertake the Award as a prerequisite). Here, 'managing improvement' is explored, both in terms of organisational and personal improvement. 'Developing the reflective manager' concentrates on the analysis of personal strengths and weakness and how to work through problems using creative techniques. The crucial skill of 'making a financial case' is also explored in the fourth 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 '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.

Qualification Overview:			
	Level 5 Award in Management	Level 5 Certificate in Management	Level 5 Diploma in Management
Notional Credit Value	• Minimum 10 credits	• Minimum 30 credits	• Minimum 45 credits
Guided Learning Hours	• Minimum 45 hours	• Minimum 140 hours	• Minimum 210 hours
Duration	• Completion within 6 months	• Completion within 12 months	• Completion within 18 months
Structure	<ul style="list-style-type: none"> <li>• Induction - 1 hour</li> <li>• Tutorial support - at least 2 hours</li> <li>• One mandatory unit with a credit value of 4</li> <li>• Optional units with a total minimum credit value of 6</li> </ul>	<ul style="list-style-type: none"> <li>• Induction - 2 hours</li> <li>• Tutorial support - at least 5 hours</li> <li>• Four mandatory units with a combined credit value of 14</li> <li>• Optional units with a total minimum credit value of 16</li> </ul>	<ul style="list-style-type: none"> <li>• Induction - 2 hours</li> <li>• Tutorial support - at least 9 hours</li> <li>• Six mandatory units with a combined credit value of 23</li> <li>• Optional units with a total minimum credit value of 22</li> </ul>
Assessment mandatory units	• Work-based assignment	• Work-based assignment, plus • Improvement report	• Work-based assignment, plus • Improvement report, plus • Innovation report
Assessment - optional units	Depending on the units selected, a choice of : work-based assignments, reflective reviews, oral presentations, written reports or centre-devised alternatives		
Entry Requirements	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		

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

E-mail: [info@traininglearningcaring.co.uk](mailto:info@traininglearningcaring.co.uk) Web: [www.traininglearningcaring.co.uk](http://www.traininglearningcaring.co.uk)



Institute of Leadership & Management Centre



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



INVESTORS IN PEOPLE | Gold



Health & Wellbeing Award



## Overview of Units

Ref	Unit Title	NCV*	Mandatory
M4.01	Understanding the management role	4	A C D
M4.02	Developing management skills	4	
M4.27	Communication in management	4	
M4.28	Understanding financial management	2	
M4.29	Managing a healthy and safe environment	2	
M4.30	Managing meetings	3	
M4.31	Managing marketing	3	
M4.32	Analysing and presenting data to inform management decisions	2	
M5.01	Developing the reflective manager	4	C D
M5.02	Managing improvement	3	C D
M5.03	Making a financial case	3	C D
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	
M5.10	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	
M5.22	Conducting work analysis	2	
M5.23	Analysing and interpreting statistics to inform management decisions	2	
M5.26	Managing facilities	2	
M5.27	Making professional presentations	2	
M5.28	Leading teams	4	
M6.07	Conducting operations research	2	

\* Credit value: Creditvalue 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 us for further advice.

**Accreditation:** Institute of Leadership and Management Level 5 in Management

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Health &  
Wellbeing  
Award

