

ILM Level 5 Certificate in Leadership and Management

Information for Learners

Background

The ILM Level 5 suite of qualifications are aimed at practising middle managers to help them to further develop their knowledge, skills and experience to improve their performance. There are three qualifications – Award (minimum 6 credits), Certificate (minimum 13 credits) and Diploma (minimum 37 credits). Delegates can choose to study a range of modules to build their qualification and can progress from one to the other.

Certificate

The ILM Level 5 Certificate in Leadership and Management requires a minimum of 13 credits and can be delivered through five one-day workshops (including the mandatory induction requirement).

The programme requires delegates to complete a number of assignments. Each assignment carries a number of credits (depending on the module).

Learner Commitments

Learners will attend five one-day workshops (held over Zoom), with one day approximately every month. This format is to encourage learners to apply their newly-learned skills and knowledge to the workplace before moving onto the next topic. Each day will be interactive and include short presentations, self-assessments, small group work and reflection.

There will be an induction on the first morning and attendance at all sessions is mandatory.

In addition to the five study days, learners are expected to complete three assignments. There is no requirement for additional research as all information will be provided during the workshop. Each assignment chosen for this qualification carries 5 credits (bringing the total to 15 credits) and is between 2,000 and 3,000 words. The length of time taken to complete an assignment depends very much on each individual, however most delegates will take between four and six hours per assignment. Full information about the assignments and submissions will be provided during the induction on day one.

The Modules

The modules have been chosen to meet the requirements of this group of learners in line with the requirements of the ILM Level 5 Certificate. These are:

- **Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring – 5 credits**
Topics include coaching, mentoring and the purpose within an organisation, skills, behaviours and attitudes involved in coaching, the process and principles of coaching and how to evaluate the benefits
- **Becoming an effective leader - 5 credits**
This module covers leadership and management, team dynamics, emotional intelligence, delegation and time management, motivation and communication with the team
- **Leading innovation and change – 5 credits**
Topics include innovation and change in context, identifying opportunities for improvement, managing change through a variety of tools. Learners will be encouraged to consider a service improvement project or quality improvement project for this assignment

Each delegate will receive a workbook which will include all activities and some theory. Copies of presentations will be sent out after each session. A course handbook will be provided at the beginning of the course which will give information on the qualification. This includes a suggested reading list for those who wish to develop their knowledge further in certain areas.

Benefits for the Learner

The benefits of the ILM Level 5 qualifications for the individual learner include the ability to develop leadership skills through improved self-awareness and use of a range of management tools to be able to motivate and inspire staff through the provision of strategic leadership and operational management. Delegates develop the confidence and competence to be able to successfully lead, coach and mentor staff.

Preparation

There are no formal requirements for preparation before the course; however it is helpful for learners to reflect on their practice beforehand. This could include identifying strengths or areas they may feel less confident or want to work on and consider how they come across to others as a leader and a manager.