ILM Level 5

Qualifications in Leadership and Management

Who are these qualifications for?

The Level 5 Award, Certificate or Diploma in Leadership and Management are designed for practising middle managers, helping them to develop their skills and experience, improve performance and prepare for senior management responsibilities.

Benefits for individuals

- Use core management techniques to drive better results
- Develop your ability to lead, motivate and inspire
- Provide strategic leadership as well as day-to-day management
- Benchmark your managerial skills
- Raise your profile in your organisation.

Benefits for employers

- Encourage strategic thinking at this level of management to foster business improvement
- Engage middle managers with training and development – these qualifications are designed to provide clear, measurable benefits to career-minded professionals
- Customise these qualifications to your development needs.

The qualifications are made up of a broad range of units covering skills in six core areas – working with people, managing yourself and personal skills, providing direction, facilitating innovation and change, achieving results, and using resources. The flexibility in unit choice allows the qualification to be tailored to meet the needs of the individual and employer.

Progression

These qualifications will provide progression opportunities to other qualifications including:

- ILM Level 5 Diploma in Principles of Leadership and Management.

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Leadership without limits

Qualification overview

Qualification title	Credit value	Total qualification time	Structure
Level 5 Award in Leadership and Management QAN: 600/5855/9	Minimum 6 credits Maximum 12 credits	60 hours	• One hour induction • At least three hours tutorial support • Minimum of two units from Group 1 • All units must be taken from Group 1
Level 5 Certificate in Leadership and Management QAN: 600/5854/7	Minimum 13 credits Maximum 36 credits	130 hours	• Two hour induction • At least seven hours tutorial support • Minimum of 7 credits from Group 1 • Maximum of 6 credits from Group 2
Level 5 Diploma in Leadership and Management QAN: 600/5856/0	Minimum 37 credits	370 hours	• Two hour induction • At least seven hours tutorial support • Choice of optional units from Groups 1 and 2 • Maximum of 18 credits from Group 2

*Refer to table below for unit details

Rules of combination

Award
- Minimum 6 credits, maximum 12 credits
- Minimum of two units from Group 1
- All units must be taken from Group 1

Certificate
- Minimum 13 credits, maximum 36 credits
- Minimum of 7 credits from Group 1
- Maximum of 6 credits from Group 2

Diploma
- Minimum 37 credits
- Choice of units from Groups 1 and 2
- Maximum of 18 credits from Group 2

APL of expired units

8607-530 Level 5 Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring (5 credits) UAN ref: L/503/9614

Please note any new learners registered from 1 July 2020 must complete the current unit(s) as follows: 550 **not** 530

Any learner who has already achieved 530 or who is on programme but was registered prior to 1 July 2020 may claim 530 as APL.

Overview of units

Group 1

Reference	Unit title	Level	CV*	GLH**	eWorkbook†
8607-501	Managing Improvement	5	3	8	
8607-502	Making a Financial Case	5	3	14	
8607-503	Developing Critical Thinking	5	4	18	
8607-504	Leading Innovation and Change	5	5	24	
8607-505	Managing Individual Development	5	4	18	
8607-506	Managing Stress and Conflict in the Organisation (e)	5	3	8	WB6
8607-507	Understanding the Organisational Environment	5	5	24	
8607-508	Understanding Organisational Culture and Ethics	5	3	12	
8607-509	Managing Customer Relations	5	3	10	
8607-510	Managing for Efficiency and Effectiveness	5	4	18	
8607-511	Managing Projects in the Organisation (e)	5	4	18	WB9
8607-512	Managing Resources	5	4	12	
8607-513	Managing Information	5	4	12	
8607-514	Managing Recruitment	5	5	24	
8607-515	Managing Work Analysis	5	3	12	
8607-516	Analysing and Interpreting Statistics to Inform Management Decisions	5	2	10	
8607-517	Understanding the Management of Facilities	5	2	9	
8607-518	Making Professional Presentations (e)	5	2	9	WB14
8607-519	Developing and Leading Teams to Achieve Organisational Goals and Objectives	5	4	18	
8607-520	Assessing Your Own Leadership Capability and Performance	5	6	15	
8607-521	Managing Own Continuing Professional Development *(Certificate and Diploma only)*	5	15	20	
8607-522	Becoming an Effective Leader	5	5	9	
8607-523	Preparing to Apply Lean Production and Improvement Methodologies to Operational Problems in Service Delivery	5	8	8	
8607-524	Applying Lean Production and Improvement Methodologies to Operational Problems in Service Delivery *(Certificate and Diploma only)*	5	11	12	
8607-525	Improving and Maintaining the Organisation's Environmental Performance	5	5	14	
8607-526	Managing Remote Workers	5	5	12	
8607-527	Partnership Working (e)	5	4	10	WB8
8607-528	Understanding Governance of Organisations	5	6	18	
8607-529	Knowledge and Information Management	5	5	14	
8607-531	Improving Own Leadership Performance Through Action Learning *(Diploma only)*	5	15	36	
8607-533	Managing Mental Health in the Workplace	5	3	8	
8607-550	Understanding the Skills, Principles and Practice of Effective Coaching and Mentoring within an Organisational Context	5	6	20	

*Credit value **Guided learning hours †ILM eWorkbooks are available to support unit delivery

Group 2

Reference	Unit title	Level	CV*	GLH**	eWorkbook†
8607-400	Understanding the Management Role to Improve Management Performance	4	4	15	
8607-401	Planning and Leading a Complex Team Activity	4	4	6	
8607-402	Managing Equality and Diversity in Own Area **e**	4	4	12	WB2
8607-403	Managing Risk in the Workplace **e**	4	3	6	WB11
8607-404	Delegating Authority in the Workplace	4	3	3	
8607-405	Developing People in the Workplace	4	5	21	
8607-406	Developing Your Leadership Styles	4	4	10	
8607-407	Understanding Financial Management	4	3	12	
8607-408	Management Communication	4	4	18	
8607-409	Managing Personal Development *(Diploma only)*	4	15	6	
8607-410	Managing the Analysis of Secondary Data	4	4	15	
8607-411	Managing a Healthy and Safe Environment	4	2	9	
8607-412	Managing Meetings **e**	4	3	15	WB5
8607-413	Managing Marketing Activities	4	3	15	
8607-414	Data Collection and Analysis to Justify Management Decision Making	4	2	10	
8607-415	Motivating People in the Workplace **e**	4	2	6	WB3
8607-416	Solving Problems by Making Effective Decisions in the Workplace **e**	4	3	14	WB12
8607-417	Managing and Implementing Change in the Workplace **e**	4	6	24	WB7
8607-418	Understanding the Organisational Culture and Context	4	6	25	
8607-419	Understanding Work in Contemporary Society	4	3	8	
8607-420	Budgetary Planning and Control **e**	4	3	6	WB10
8607-421	Interpreting Financial Statements to Assess Organisational Performance Using Financial Ratios	4	3	6	
8607-422	Understanding the Importance of Marketing for an Organisation	4	4	6	
8607-423	Using Quantitative Methods to Solve Management Problems	4	6	10	
8607-424	Understanding the Economics of the Marketplace	4	6	10	
8607-425	Developing Individual Mental Toughness	4	2	5	
8607-426	Understanding the Macro Economic Environment *(Diploma only)*	4	7	25	
8607-427	Developing a Culture to Support Innovation and Improvement	4	3	12	
8607-601	Managing Operations Research	6	3	10	

*Credit value **Guided learning hours †ILM eWorkbooks are available to support unit delivery

eWorkbooks

We offer a range of eWorkbooks on essential leadership and management topics. These interactive resources provide good coverage of the unit learning outcomes, with highly engaging activities that support the learning process and prepare learners to undertake the formal unit assessment.

The following eWorkbooks are available to support delivery of units highlighted with **e** within this qualification:

- WB2 Managing inclusively
- WB3 Managing staff performance
- WB5 Managing meetings
- WB6 Managing team conflicts
- WB7 Managing change
- WB8 Managing collaboration
- WB9 Managing projects
- WB10 Managing budgets
- WB11 Managing risk
- WB12 Managing business improvement
- WB14 Managing presentations

Find out more: **www.i-l-m.com/eworkbooks**

Contact ILM

The ILM Customer Service Team is 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.

T **01543 266867**
E **customer@i-l-m.com**

All ILM qualifications are awarded by the City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter.

Learning resources

There is a range of materials available to support ILM qualifications through our online portal, Walled Garden, and the ILM website. Contact us to find out more.

Institute of Leadership & Management membership

All ILM learners receive a minimum of 12 months membership of the Institute of Leadership & Management, bringing access to a wealth of resources to support their leadership development.

Our ethos

Our qualifications combine innovative design with a strong focus on workplace performance. We believe this delivers well-rounded managers with a proven ability to perform to the required standards.