



ILM LEVEL 4 QUALIFICATIONS IN LEADERSHIP AND MANAGEMENT



ILM/L4QLM/0808

Introducing the qualifications

The ILM Level 4 Certificate in Leadership and Management Skills and the ILM Level 4 Diploma in Leadership and Management have been designed to help participants develop a wide range of middle management and leadership skills.

The ILM Level 4 Certificate in Leadership and Management Skills is made up of four mandatory units, totalling 14 credits, plus 8 credits from a wide choice of optional units. The mandatory units concentrate on understanding leadership and the management role, plus planning and developing leadership through practical activities. Optional units include 'Delegating authority in the workplace' to 'Managing Meetings', allowing candidates to concentrate on those skills most relevant to their development needs.

ILM Level 4 Diploma in Leadership and Management builds on the certificate with participants completing additional optional units, helping them to develop a very wide range of basic middle management and leadership skills – gaining the comprehensive knowledge required at this level. (Please note participants are not required to undertake the certificate as a prerequisite and may join the Diploma directly.)

Qualifications overview

	Level 4 Certificate in Leadership and Management Skills	Level 4 Diploma in Leadership and Management
Credit value*	<ul style="list-style-type: none"> Minimum 22 credits 	<ul style="list-style-type: none"> Minimum 37 credits
Guided learning	<ul style="list-style-type: none"> Minimum 59 hours 	<ul style="list-style-type: none"> Minimum 83 hours
Duration	<ul style="list-style-type: none"> Completion within two years 	<ul style="list-style-type: none"> Completion within three years
Structure	<ul style="list-style-type: none"> Induction – two hours Tutorial support – at least two hours Four mandatory units with a credit value of 14 Optional units with a minimum credit value of 8 (at least two credits must be from Level 4 units) 	<ul style="list-style-type: none"> Induction – three hours Tutorial support – at least four hours Four mandatory units with a credit value of 14 Optional units with a minimum credit value of 23 (at least 11 credits must be from Level 4 units)
Assessment – mandatory units	<ul style="list-style-type: none"> Work-based assignment, plus Reflective review 	<ul style="list-style-type: none"> Work-based assignment, plus Reflective review
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 practising or aspiring managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme	

* Please note 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 credit



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Overview of units

Ref	Unit title	CV*	Mandatory
M3.10	Introduction to leadership	2	C D
M3.15	Managing stress in the workplace	1	
M3.18	Coaching and training your work team	2	
M3.33	Effective meetings for managers	2	
M4.01	Understanding the management role	4	C D
M4.02	Developing management skills	4	
M4.03	Planning practical leadership activities	4	C D
M4.04	Developing leadership through practical activities	4	C D
M4.05	Managing equality and diversity in an organisation	3	
M4.06	Managing risk in the workplace	3	
M4.07	Motivating people in the workplace	2	
M4.08	Solving problems by making effective decisions in the workplace	3	
M4.09	Delegating authority in the workplace	3	
M4.10	Managing and implementing change in the workplace	7	
M4.11	Developing and managing people in the workplace	5	
M4.12	Understanding the organisational culture and context	6	
M4.13	Communicating effectively orally and in writing in the workplace	3	
M4.16	Understanding work in contemporary society	3	
M4.17	Understanding entrepreneurship	2	
M4.18	Understanding accounting for management control	3	
M4.19	Understanding and interpreting financial data	3	
M4.20	Understanding the importance of marketing for an organisation	4	
M4.21	Using quantitative methods to solve management problems	5	
M4.22	Understanding the economics of the marketplace	6	
M4.23	Forecasting using quantitative methods	3	
M4.24	Developing your leadership styles	4	
M4.25	Developing individual mental toughness	2	
M4.26	Understanding the macro economic environment	7	
M5.09	Communication in management	4	
M5.14	Understanding financial management	2	
M5.16	Managing a healthy and safe environment	2	
M5.19	Managing meetings	3	
M5.21	Managing marketing	3	
M5.25	Analysing and presenting data to inform management decisions	2	
M5.08	Managing stress and conflict in the organisation	3	
M5.17	Managing resources	4	
M5.24	Conducting operations research	2	

*Credit value

Candidates must complete the mandatory units, marked C=Certificate and D=Diploma

Learning resources

ILM offers learning providers a range of support materials for the ILM Level 5 Leadership and Management qualifications:

- *ILM Super Series 5* (published by Elsevier) April 2007. A fully revised edition of this text-based open learning material which provides a direct match to the unit M3.10 Introduction to Leadership

ILM membership

All learners gain free studying membership of ILM for one year. Designed to help candidates get the most from their course and advance their management career, studying membership gives access to a wide range of specialist support and development materials and services. Once registered, candidates can activate their ILM studying membership online at www.i-l-m.com/activate. At any time candidates can upgrade to become a full ILM professional member – giving an additional range of membership services and the use of post nominal letters (e.g. AInstLM).

Contact ILM 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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