



# ILM IQUAL CERTIFICATE IN MIDDLE MANAGEMENT



ILM/IQ/CIMM/0310

## Introducing the qualification

ILM's suite of international management qualifications are designed to support and recognise the development of potential and experienced managers at all levels, and to help them to progress in their chosen careers.

The Certificate in Middle Management is aimed at individuals moving into, or already working in a middle management role, recognising existing skills and experience and helping to develop those needed to succeed and progress in your career. It comprises two mandatory units, which cover understanding the management role and developing management skills. You can then select from a wide range of optional units, which enable you to build the qualification that meets your specific needs and circumstances. Subject areas include understanding organisational change, entrepreneurship, marketing, and business forecasting.

### 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 and prepare you for your next move. On completion of this Certificate, you can progress to the IQual Diploma in Advanced Management.

## Qualification overview

	<b>ILM IQual Certificate in Middle Management</b>
<b>Credit value*</b>	<ul style="list-style-type: none"><li>• Minimum 22 credits</li></ul>
<b>Guided learning</b>	<ul style="list-style-type: none"><li>• Minimum of 59 hours</li></ul>
<b>Duration</b>	<ul style="list-style-type: none"><li>• Completion within three years</li></ul>
<b>Structure</b>	<ul style="list-style-type: none"><li>• Induction – two hours</li><li>• Tutorial support – at least two hours</li><li>• Two mandatory units with a credit value of 8</li><li>• Selected optional units with a total minimum credit value of 14</li></ul>
<b>Assessment</b>	<p>The mandatory units are assessed through a workbased assignment.</p> <p>Assessment of optional units is through reflective review, case studies, oral briefings, short answer questions or workbased assignments, depending on the units chosen.</p>
<b>Entry requirements</b>	<p>There are no formal entry requirements, but you will need to be in a position to generate evidence to demonstrate competence against the standards.</p>

### \* Credit value

The term 'credit' in all ILM International Qualifications provides an indication of learning time, where one credit is approximately 10 hours. Learning time includes the average time it takes a learner to complete the learning outcomes. This could include tutorial time, group work, private study, reading, research, practical learning, work-based learning and assessment.

Please note 'credit' on ILM IQuals does not refer to qualification credit in the UK or other qualification frameworks. Successful IQual learners may transfer their IQual into a UK qualification through a Recognition of Prior Learning process. Please contact your local City & Guilds or ILM office for further information.



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## Overview of units

Ref	Unit title	CV*	M**
M4.01	Understanding the management role	4	C
M4.02	Developing management skills	4	C
M3.10	Introduction to leadership	2	
M3.15	Managing stress in the workplace	1	
M3.18	Coaching and training your work team	2	
M3.33	Effective meetings for managers	2	
M3.34	Understanding workplace information systems	1	
M3.35	Marketing for managers	1	
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	
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	
M5.08	Managing stress and conflict in the organisation	3	
M5.17	Managing resources	1	
M6.07	Conducting operations research	2	

\* Credit value

\*\* Mandatory. Learners must complete the associated mandatory units for their qualification, marked 'C' = Certificate, then choose the remaining units to make up the required minimum credit value of 22

## Learning resources

There are a range of support materials for ILM qualifications, for full details browse online at [www.i-l-m.com/shop](http://www.i-l-m.com/shop). The following are among those suitable for the ILM IQual Certificate in Middle Management:

- **Management Extra** – published by Pergamon Flexible Learning. This series of workbooks covers a wide range of management topics, many of which will provide excellent support for this IQual.
- **Unit Assessments** – these ready-to-use assessments, available at all levels, complete with mark sheets are available for purchase or download
- **Online tools** – including e-learning and support material

## 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. Learners activate their ILM studying membership online at [www.i-l-m.com/activate](http://www.i-l-m.com/activate) and can upgrade any time to professional membership – gaining an additional range of membership services and the use of post nominal letters (eg AInstLM).

## Contact ILM [www.i-l-m.com](http://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 **+44 (0)1543 266867** or email **customer@i-l-m.com**

For information on ILM membership contact **+44 (0)1543 266886** or email **membership@i-l-m.com**

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