

NEW

ILM LEVEL 4 EXTENDED DIPLOMA IN LEADERSHIP AND MANAGEMENT

ILM/L4EDLM/V2/0611

Introducing the qualification

The ILM Level 4 Extended Diploma in Leadership and Management helps to develop a wide range of leadership and middle management skills and enables learners to have a significant impact on their organisation's performance.

The qualification is comprised of six mandatory units, which cover fundamental and essential management knowledge and skills such as being able to assess and improve your performance as a leader. Learners then choose from a diverse selection of over 30 optional units to complete their qualification – selecting the subjects that are most relevant to their role or organisation.

Qualification overview

	ILM Level 4 Extended Diploma in Leadership and Management
Credit value	<ul style="list-style-type: none"> 120 credits
Guided learning	<ul style="list-style-type: none"> Minimum of 151 hours
Duration	<ul style="list-style-type: none"> Completion within three years
Structure	<ul style="list-style-type: none"> Induction – three hours Tutorial support – at least eight hours Six mandatory units Optional units with a combined minimum total credit value of 41
Assessment	A mixture of work based assignments, reflective reviews, leadership development plan, reflective log and centre devised assessments.
Entry requirements	There are no formal entry requirements, but you will need to be in a position to generate evidence to demonstrate competence against the standards.

Please note these 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 qualification credit.



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Overview of units

Ref	Unit title	CV*	Mandatory
M3.10	Introduction to leadership	2	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	D
M4.02	Managing the analysis of secondary data	4	
M4.03	Planning practical leadership activities	4	D
M4.04	Developing leadership through practical activities	4	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	
M4.14	Learning through complex workplace activities	50	D
M4.15	Managing personal professional development	15	D
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	Management communication	4	
M4.28	Understanding financial management	2	
M4.29	Managing a healthy and safe environment	2	
M4.30	Managing meetings	3	
M4.36	Managing marketing activities	3	
M4.37	Data collection and analysis to justify management decision-making	2	
M5.08	Managing stress and conflict in the organisation	3	
M5.17	Managing resources	4	
M6.09	Managing operations research	3	

* Credit value. Learners complete the mandatory units marked D and choose from the remaining units to make up the required minimum credit value – check with your centre for details.

Learning resources

There is a range of materials available to support ILM qualifications, for full details browse online at www.i-l-m.com/shop.

The following are available for the ILM Level 4 Extended Diploma in Leadership and Management:

- **ILM Superseries.** The best selling text-based open learning material, published by Elsevier
- **Unit Assessments.** These ready-to-use assessments, available at all levels, complete with mark sheets are available for purchase or download
- **Online tools** to measure leadership style or management toughness – developed by industry leaders, AQR Ltd
- **Management Extra.** A collection of 20 workbooks published by Elsevier

ILM membership

All learners can gain free development support for six months with our Trial Membership package. ILM membership brings access to a wide range of online resources, news and information that have been specially selected to support management learning and development. It's the ideal way to help learners get the most from their ILM programme and support their management career.

Learners can simply visit www.i-l-m.com/activate and start their free Trial Membership anytime.

Contact ILM

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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