



# ILM LEVEL 4 QUALIFICATIONS IN LEADERSHIP AND MANAGEMENT

ILM/L4QLM/V2/0611

## 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 learners to concentrate on skills most relevant to their development needs.

### ILM Level 4 Diploma in Leadership and Management

builds on the certificate with learners 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 learners 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
<b>Credit value*</b>	<ul style="list-style-type: none"> <li>Minimum 22 credits</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 37 credits</li> </ul>
<b>Guided learning</b>	<ul style="list-style-type: none"> <li>Minimum 48 hours</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 74 hours</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>Completion within three years</li> </ul>	<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>Four mandatory units with a credit value of 14</li> <li>Optional units with a minimum credit value of 8 (at least two credits must be from Level 4 units)</li> </ul>	<ul style="list-style-type: none"> <li>Induction – three hours</li> <li>Tutorial support – at least four hours</li> <li>Four mandatory units with a credit value of 14</li> <li>Optional units with a minimum credit value of 23 (at least 11 credits must be from Level 4 units)</li> </ul>
<b>Assessment – mandatory units</b>	<ul style="list-style-type: none"> <li>Work-based assignment, plus</li> <li>Reflective review</li> </ul>	<ul style="list-style-type: none"> <li>Work-based assignment, plus</li> <li>Reflective review</li> </ul>
<b>Assessment – optional units</b>	Depending on the units selected, a choice of: work-based assignments, reflective reviews, oral presentations, written reports or centre-devised alternatives.	
<b>Entry requirements</b>	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.	



# ILM LEVEL 4 QUALIFICATIONS IN LEADERSHIP AND MANAGEMENT

## 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	Managing the analysis of secondary data	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 decision 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	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. Candidates must complete the mandatory units, marked C=Certificate and D=Diploma.

## 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](http://www.i-l-m.com/shop).

The following are available for the ILM Level 5 Qualifications in Leadership and Management:

- *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 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](http://www.i-l-m.com/activate) and start their free Trial Membership anytime.

## 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 **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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