



Introducing the qualifications

The ILM Level 4 qualifications in Management have been designed to give practising or aspiring middle managers a solid foundation for their formal development. They also act as a bridge from Level 3 to Level 5 qualifications, preparing learners for the more rigorous demands of study at a higher level.

The Award in Management is a concise qualification made up of two mandatory units – ‘Understanding the management role’ and ‘Managing the analysis of secondary data’. Here learners cover research, analysis and group-working skills essential to practising or potential middle managers.

The Certificate in Management builds and broadens the skills and knowledge gained in the Award. (Please note learners may join the Certificate directly and are not required to undertake the Award as a prerequisite.) Participants complete the same two mandatory units as in the Award but develop further by building up their qualification with a selection of optional units.

The Diploma in Management develops a comprehensive range of middle management skills. (Please note candidates may join the Diploma directly and are not required to undertake the Certificate as a prerequisite.) Learners cover effective decision making and motivation in the workplace in two additional mandatory units and complete their Diploma with a selection of optional units.

Flexibility – learners choose from a diverse range of optional units to build their qualification to suit their needs. Each qualification has certain rules of combination that must be followed, please check qualification specifications for details.

Qualifications overview

	Level 4 Award in Management	Level 4 Certificate in Management	Level 4 Diploma in Management
Credit value	<ul style="list-style-type: none"> Minimum 8 credits 	<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 30 hours 	<ul style="list-style-type: none"> Minimum 53 hours 	<ul style="list-style-type: none"> Minimum 93 hours
Duration	<ul style="list-style-type: none"> Completion within three years 	<ul style="list-style-type: none"> Completion within three 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 Two mandatory units with a combined credit value of 8 	<ul style="list-style-type: none"> Induction – two hours Tutorial support – at least two hours Two mandatory units with a combined credit value of 8 Optional units with a minimum credit value of 14, of which at least six must be at Level 4 or above 	<ul style="list-style-type: none"> Induction – three hours Tutorial support – at least four hours Four mandatory units with a combined credit value of 13 Optional units with a minimum credit value of 24, of which at least 10 must be at Level 4 or above
Assessment – mandatory units	<ul style="list-style-type: none"> Work-based assignment 	<ul style="list-style-type: none"> Work-based assignment 	<ul style="list-style-type: none"> Two work-based assignments, plus Reflective review
Assessment – optional units	Depending on the units selected, a choice of: work based assignments, reflective reviews, knowledge reviews, oral presentations, role-play/scenarios, written reports or centre-devised alternatives.		
Entry requirements	There are no formal entry requirements but participants will normally be practicing or aspiring first line or middle 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 MANAGEMENT

Overview of units

Ref	Unit title	CV*	Mandatory
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	
M4.01	Understanding the management role	4	A C D
M4.02	Managing the analysis of secondary data	4	A 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	D
M4.08	Solving problems by making effective decisions in the workplace	3	D
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 associated mandatory units for their qualification, marked A = Award, C = Certificate and D = Diploma, then choose from the remaining units to make up the required minimum credit value – check with your centre for further advice.

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 suitable for the ILM Level 4 Qualifications in Management:

- **Management Extra** published by Pergamon Flexible Learning. This is an adaptable training resource comprising a series of workbooks covering a wide range of management topics. Many will provide excellent support for the Level 4 programmes
- **Unit assessments**. A range of ready-to-use assessments, complete with mark sheets, covering units and clusters of units

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 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**

Customer Services

Stowe House
Netherstowe
Lichfield
WS13 6TJ
T 01543 266867
F 01543 266893