



Introducing the qualification

ILM Level 5 Qualifications in Management

The ILM Level 5 Award in Management, ILM Level 5 Certificate in Management and ILM Level 5 Diploma in Management are qualifications that have been specially designed to give practising or aspiring middle managers a solid foundation in their formal development in this role.

The Award is a concise qualification designed to develop basic middle management skills and knowledge. The mandatory unit examines organisational structure and function, the roles and responsibilities of middle managers and the effect of communication and interpersonal skills on managerial performance. The final element of the unit explores the evaluation of personal development opportunities.

The Certificate builds on and broadens the areas covered in the Award in a flexible and practical way (please note candidates may join the Certificate directly and are not required to undertake the Award as a prerequisite). Here, 'managing improvement' is explored, both in terms of organisational and personal improvement. 'Developing the reflective manager' concentrates on the analysis of personal strengths and weakness and how to work through problems using creative techniques. The crucial skill of 'making a financial case' is also explored in the fourth mandatory unit for the Certificate.

The Diploma develops a comprehensive range of basic middle management skills, assisting participants in gaining the knowledge required at this level. The qualification builds on the Award and Certificate, though is more suited to the practising manager. (Please note candidates are not required to undertake either the Award or Certificate as prerequisites and may join Diploma programmes directly). The additional mandatory units cover 'critical thinking' – evaluating theory against reality – and 'leading innovation and change' – identifying opportunities for development and exploring the impact of organisational change on stakeholders.

Flexibility – all learners are able to choose from a diverse range of optional units to build their qualification – an Award, Certificate or Diploma (see tables below and overleaf). This high level of flexibility allows individuals or their employers to custom build a qualification focusing on the key areas of middle management that are most relevant to the demands of a specific role, industry or organisation. From managing health and safety to planning change in the workplace, the ILM Level 5 Management qualifications can be fully tailored to meet the varying needs of learners across all employment sectors.

Qualification overview

	Level 5 Award in Management	Level 5 Certificate in Management	Level 5 Diploma in Management
Credit value	Minimum 10 credits	Minimum 30 credits	Minimum 45 credits
Guided learning	Minimum 45 hours	Minimum 140 hours	Minimum 210 hours
Duration	Completion within one year	Completion within two years	Completion within three years
Structure	<ul style="list-style-type: none"> • Induction – one hour • Tutorial support – at least two hours • One mandatory unit with a credit value of 4 • Optional units with a total minimum credit value of 6 	<ul style="list-style-type: none"> • Induction – two hours • Tutorial support – at least five hours • Four mandatory units with a combined credit value of 14 • Optional units with a total minimum credit value of 16 	<ul style="list-style-type: none"> • Induction - two hours • Tutorial support – at least nine hours • Six mandatory units with a combined credit value of 23 • Optional units with a total minimum credit value of 22
Assessment – mandatory units	Work-based assignment	<ul style="list-style-type: none"> • Work-based assignment, plus • Improvement report 	<ul style="list-style-type: none"> • Work-based assignment, plus • Improvement report, plus • Innovation report
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 either practising or aspiring middle managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme

Overview of units

Ref	Unit title	CV*	Mandatory
M4.01	Understanding the management role	4	A C D
M4.02	Developing management skills	4	A
M5.01	Developing the reflective manager	4	CD
M5.02	Managing improvement	3	CD
M5.03	Making a financial case	3	CD
M5.04	Developing the manager as a critical thinker	4	D
M5.05	Leading innovation and change	5	D
M5.06	Becoming an effective leader	5	
M5.07	Managing individual development	4	
M5.08	Managing stress and conflict in the organisation	3	
M5.09	Communication in management	4	
M5.10	Understanding the organisational environment	5	
M5.11	Understanding organisational culture and ethics	3	
M5.12	Managing customer relations	3	
M5.13	Managing for efficiency and effectiveness	4	
M5.14	Understanding financial management	2	
M5.15	Managing projects in the organisation	4	
M5.16	Managing a healthy and safe environment	2	
M5.17	Managing resources	4	
M5.18	Managing information	4	
M5.19	Managing meetings	3	
M5.20	Managing recruitment	5	
M5.21	Managing marketing	3	
M5.22	Conducting work analysis	2	
M5.23	Analysing and interpreting statistics to inform management decisions	2	
M5.24	Conducting operations research	2	
M5.25	Analysing and presenting data to inform management decisions	2	
M5.26	Managing facilities	2	
M5.27	Making professional presentations	2	
M5.28	Leading teams	4	