

**NEW**

# ILM LEVEL 5 NVQ DIPLOMA IN MANAGEMENT

ILM/L5NDIM/V4/0810

## Introducing the qualification

The ILM Level 5 NVQ Diploma in Management has been specifically designed for middle managers with a wide span of control and accountability for performance, in particular those with responsibility for determining resource allocation and operational methods in their department or organisation.

All of ILM's new NVQs are part of the Qualifications and Credit Framework (QCF), applicable in England, Wales and Northern Ireland, providing successful learners with transferable unit credit.

Learners take four mandatory units covering developing and implementing operational plans, working productively, providing leadership and direction, and planning change. They then choose from a diverse range of optional units to complete the qualification, tailoring their learning to meet their individual and organisational needs.

## Qualification overview

| ILM Level 5 NVQ Diploma in Management<br>501/0620/X |  |
|---|--|
| <b>Credit value</b>                                 | <ul style="list-style-type: none"> <li>Minimum 38</li> </ul>   |
| <b>Guided learning hours</b>                        | Minimum 168 hours, maximum 218 hours   |
| <b>Structure</b>                                    | <ul style="list-style-type: none"> <li>Induction – one hour</li> <li>Tutorial support – at least two hours</li> <li>Four mandatory units from Group A with a credit value of 23</li> <li>Option units from Group B with a credit value of 15. No more than 13 credits taken at Level 4</li> </ul>  |
| <b>Assessment</b>                                   | ILM NVQs are assessed using evidence from the workplace. This could include observation, professional discussion, questioning/interviews/witness testimony, physical products of work (such as plans, reports, correspondence etc) or other methods allowed within the QCF. Please note simulation is not allowed.   |
| <b>Entry requirements</b>                           | <p>There are no formal entry requirements however learners:</p> <ul style="list-style-type: none"> <li>will undertake an initial assessment to determine the appropriate NVQ level and optional units</li> <li>should normally be employed in a team leading role to gather evidence from the workplace for assessment</li> <li>who are not currently in employment may be able to join the qualification if they are able to gather evidence of recent middle management experience in a paid or voluntary capacity from within a period of three years of registration.</li> </ul> |
| <b>Duration</b>                                     | Completion within three years  |



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## Overview of units

| Level                    | Unit title  | CV* |
|--------------------------|---|-----|
| <b>Mandatory Group A</b> |   |     |
| 5                        | Develop and evaluate operational plans for own area of responsibility           | 6   |
| 4                        | Provide leadership and direction for own area of responsibility                 | 5   |
| 5                        | Plan change in own area of responsibility                                       | 6   |
| 5                        | Work productively with colleagues and stakeholders                              | 6   |
| <b>Optional Group B</b>  |   |     |
| 5                        | Establish risk management processes for an organisation                         | 6   |
| 5                        | Promote equality of opportunity, diversity and inclusion across an organisation | 6   |
| 5                        | Examine staff turnover issues in own area of responsibility                     | 4   |
| 5                        | Developing collaborative relationships with other organisations                 | 7   |
| 5                        | Promote the use of technology within an organisation                            | 6   |
| 5                        | Manage health and safety across an organisation                                 | 6   |
| 5                        | Monitor and review business processes   | 3   |
| 5                        | Develop a customer-focused organisation   | 5   |
| 6                        | Conduct a quality audit   | 6   |
| 5                        | Manage product development and marketing  | 7   |
| 4                        | Develop, maintain and review personal networks                                  | 4   |
| 4                        | Ensure compliance with legal, regulatory, ethical and social requirements       | 5   |
| 4                        | Manage risk in own area of responsibility                                       | 4   |
| 4                        | Review risk management processes in own area of responsibility                  | 3   |
| 4                        | Implement change in own area of responsibility                                  | 6   |
| 4                        | Develop working relationships with colleagues and stakeholders                  | 4   |
| 5                        | Recruit staff in own area of responsibility                                     | 4   |
| 4                        | Plan, allocate and monitor work in own area of responsibility                   | 5   |
| 4                        | Support learning and development within own area of responsibility              | 5   |
| 4                        | Address performance problems affecting team members                             | 3   |
| 4                        | Build, support and manage a team  | 4   |
| 4                        | Support individuals to develop and take responsibility for their performance    | 4   |
| 4                        | Know how to follow disciplinary procedures                                      | 4   |
| 4                        | Managing grievance procedures   | 3   |
| 4                        | Support the management of redundancies in own area of responsibility            | 3   |
| 4                        | Develop and implement a risk assessment plan in own area of responsibility      | 6   |
| 4                        | Manage physical resources   | 3   |
| 4                        | Manage the environmental impact of work activities                              | 5   |
| 4                        | Manage a tendering process  | 4   |
| 4                        | Plan and manage a project   | 8   |
| 4                        | Develop and implement marketing plans   | 6   |
| 4                        | Analyse the market in which your organisation operates                          | 5   |
| 4                        | Manage the achievement of customer satisfaction                                 | 5   |
| 4                        | Prepare for and support quality audits  | 4   |
| 6                        | Inform strategic decision making  | 7   |
| 6                        | Support the culture of an organisation  | 5   |
| 6                        | Lead innovation within an organisation  | 10  |
| 5                        | Manage a budget for own area or activity of work                                | 7   |
| 6                        | Outsource organisational processes  | 8   |
| 6                        | Manage a programme of complementary projects                                    | 8   |
| 6                        | Lead innovation within an organisation  | 10  |
| 5                        | Manage a budget for own area or activity of work                                | 7   |
| 6                        | Outsource organisational processes  | 8   |
| 6                        | Manage a programme of complementary projects                                    | 8   |

\* Credit value. To gain the qualification learners must complete all the units in Group A plus a selection of optional units from Group B. Please see the structure section overleaf 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](http://www.i-l-m.com/shop).

## ILM membership

All learners gain free studying membership of ILM for one year. Designed to help learners get the most from their course and advance their management career, studying membership gives access to a wide range of 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

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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