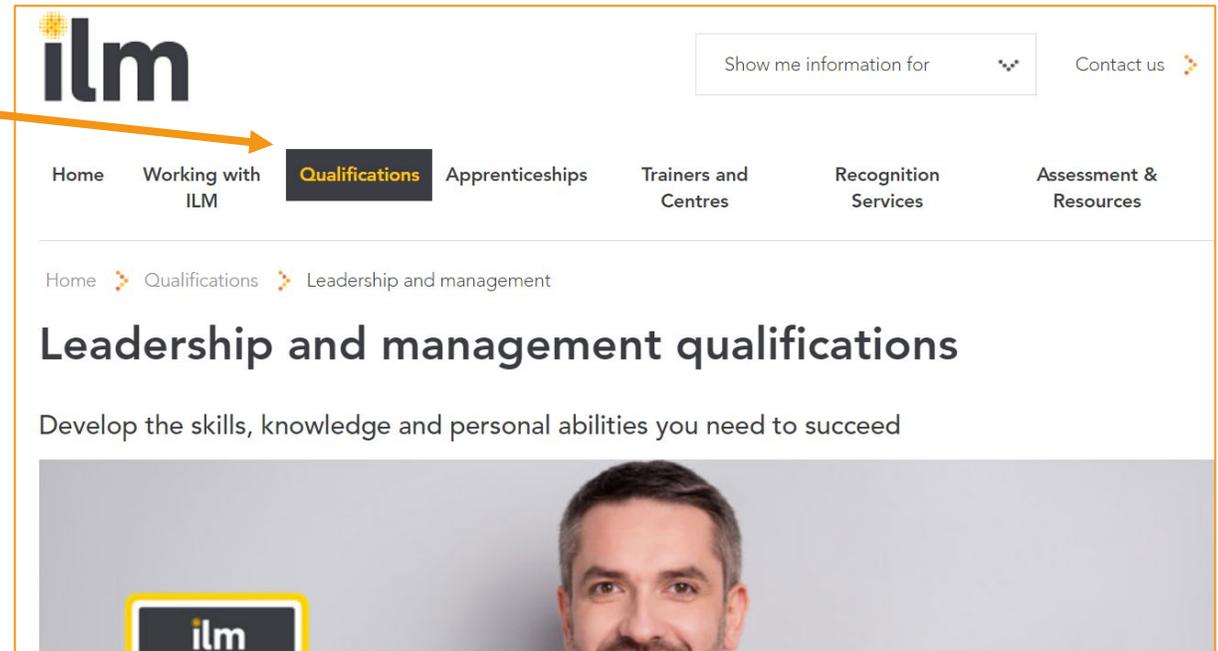




Specification builder guidance

Create a tailored specification for an ILM qualification from the ILM website

Find the qualification you want to know the specification for by clicking on the Qualifications tab on the ILM website homepage



ilm

Show me information for ▼ Contact us ➤

Home Working with ILM **Qualifications** Apprenticeships Trainers and Centres Recognition Services Assessment & Resources

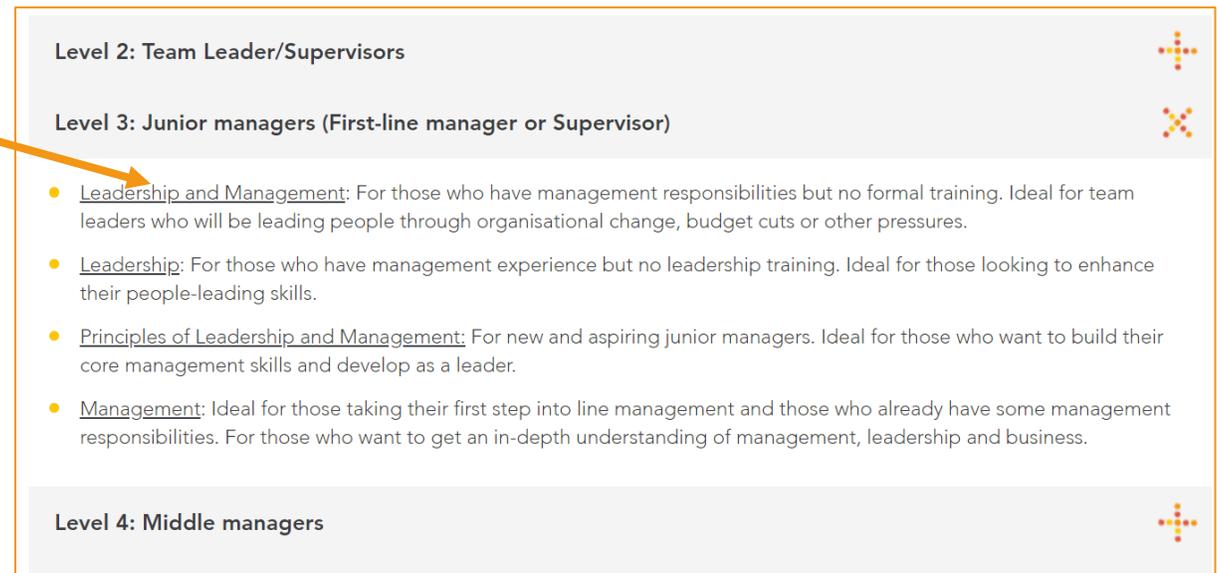
Home ➤ Qualifications ➤ Leadership and management

Leadership and management qualifications

Develop the skills, knowledge and personal abilities you need to succeed



Scroll down the page selecting the level (click the plus sign on the right to open the accordian) and then select the specific qualification you are looking for



Level 2: Team Leader/Supervisors +

Level 3: Junior managers (First-line manager or Supervisor) +

- [Leadership and Management](#): For those who have management responsibilities but no formal training. Ideal for team leaders who will be leading people through organisational change, budget cuts or other pressures.
- [Leadership](#): For those who have management experience but no leadership training. Ideal for those looking to enhance their people-leading skills.
- [Principles of Leadership and Management](#): For new and aspiring junior managers. Ideal for those who want to build their core management skills and develop as a leader.
- [Management](#): Ideal for those taking their first step into line management and those who already have some management responsibilities. For those who want to get an in-depth understanding of management, leadership and business.

Level 4: Middle managers +

Once you are on the correct qualification page, scroll down and select Information for ILM centres

And then click on Create qualification specification

Full qualification details

Information for ILM centres

For each qualification select the units you want to deliver using the qualification specification builder. The builder does NOT verify if your selection of units meets the 'rules of combination'. Rules are displayed at the top of each qualification page. If you have any questions about unit combinations please contact [ILM Customer Services](#) or your EV.

Create qualification specification >

This will open up another window like the image on the right and show all the units available for that qualification - click on the Award Certificate or Diploma tab to ensure you have all the units showing

Award Certificate Diploma Close

Level 3 Award in Leadership and Management (FPR)

Level 3 Award in Leadership and Management

- Time commitment: minimum 11 hours structured learning, plus self-study, project work and assignments
- A minimum of 4 credits and a maximum of 12 Credits.
- A minimum of 2 units, with all units taken from Group 1.

Level 3 Certificate in Leadership and Management

- Time commitment: minimum 29 hours structured learning, plus self-study, project work and assignments
- A choice of optional units from Groups 1 and 2, with a maximum of 6 credits from Group 2.

Level 3 Diploma in Leadership and Management

- Time commitment: minimum 97 hours structured learning, plus self-study, project work and assignments
- A choice of optional units from Groups 1 and 2, with a maximum of 18 credits from Group 2.

Select units for creation of specification

| Unit | Title | CV | GLH |
|----------|-------------------------------------|----|-----|
| 8600-324 | Level 3 Understanding Costs and ... | 1 | 7 |
| 8600-325 | Level 3 Understanding How to M... | 2 | 7 |
| 8600-326 | Level 3 Understanding the Comm... | 2 | 7 |
| 8600-327 | Level 3 Understanding Negotiati... | 1 | 6 |
| 8600-328 | Level 3 Understand How to Lead ... | 2 | 4 |

Select the units you require by dragging to the right hand side. You should always select Part B to receive the specification, assignments and results sheet for each unit showing in the right hand box and can also select part A (if you require generic supporting notes about ILM VRQs)

And finally click Create qualification specification here

| Unit | Title | CV | GLH |
|----------|--|----|-----|
| 8600-324 | Level 3 Understanding Costs and Budgets in an Organisation | 1 | 7 |
| 8600-329 | Level 3 Understanding Workplace Information Systems | 1 | 6 |
| 8600-333 | Level 3 Understanding Procurement and Supplier Management in the Workplace | 2 | 7 |
| 8600-336 | Level 3 Understanding Incident Management and Disaster Recovery in the Workplace | 2 | 7 |

Part A: Supporting notes
 Part B: Technical specs (recommended)

Remove all units Create qualification specification >>

You will then be shown a summary of what you have selected like the image to the right

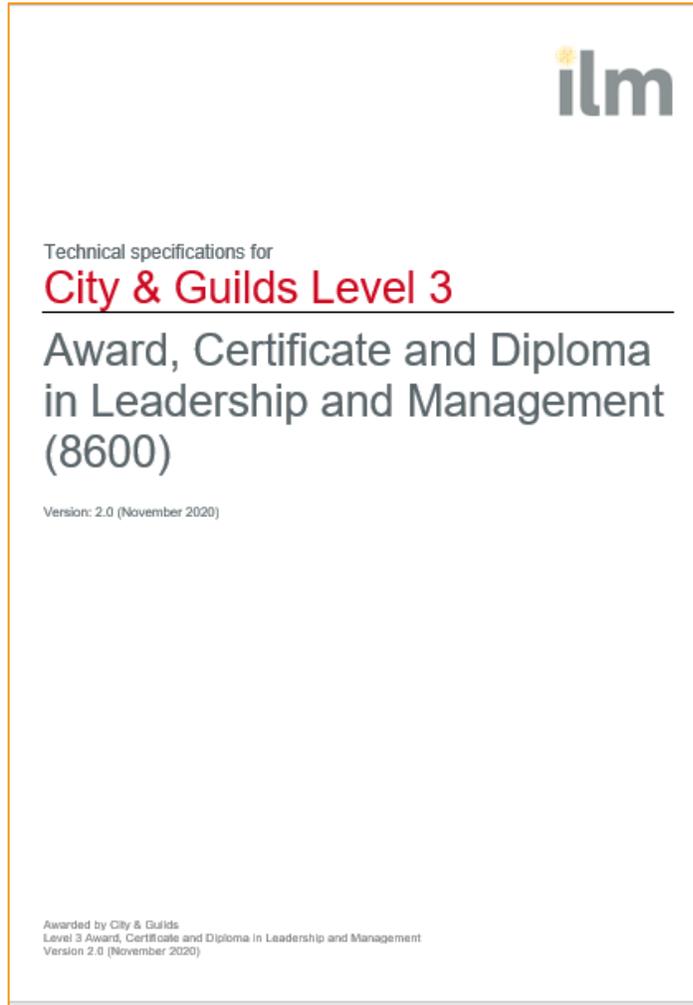
And if all correct select Download specification as a Word document

Including: Part A Part B

| Unit | Title | CV | GLH |
|----------|--|----|-----|
| 8600-324 | Level 3 Understanding Costs and Budgets in an Organisation | 1 | 7 |
| 8600-329 | Level 3 Understanding Workplace Information Systems | 1 | 6 |
| 8600-333 | Level 3 Understanding Procurement and Supplier Management in the Workplace | 2 | 7 |
| 8600-336 | Level 3 Understanding Incident Management and Disaster Recovery in the Workplace | 2 | 7 |

Back to specification builder Download specification as a Word document

A document will then be produced tailored to your selections that will look like this





Technical specifications for
City & Guilds Level 3

**Award, Certificate and Diploma
in Leadership and Management
(8600)**

Version: 2.0 (November 2020)

Awarded by City & Guilds
Level 3 Award, Certificate and Diploma in Leadership and Management
Version 2.0 (November 2020)

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| Progression Routes | 4 |
| Qualification Specific Occupational Competency Requirements | 5 |
| Qualification Structures and Details | 6 |
| Overview of Units | 8 |
| Alternative Assessment Methods | 10 |

Note: This a qualification specific document and should always be read in conjunction with the Supporting Notes for ILM VRQs document available at www.ilm.com or from ILM Customer Services (customer@ilm.com) and the ILM Customer Handbook. All ILM qualifications are awarded by The City and Guilds of London Institute.

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Level 3 Award, Certificate and Diploma in Leadership and Management
Version 2.0 (November 2020)

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Example specification

| ilm | |
|---|--|
| Title: | Understanding incident management and disaster recovery in the workplace |
| Level: | 3 |
| Credit value: | 2 |
| Unit guided learning hours | 7 |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1 Understand business risk management process and potential threats to the organisation | 1.1 Explain the process of business risk management 1.2 Describe potential threats and major incidents that could occur in own workplace 1.3 Describe potential outcomes if hazards and incidents are not managed |
| 2 Understand how to reduce the impact of business interruption on people and the organisation | 2.1 Explain how to reduce the impact of business interruption on people and the organisation 2.2 List mitigation measures used to prevent major incidents in the organisation 2.3 Describe monitoring and review processes that are used in own organisation |
| 3 Understand how to recover after a major incident has occurred in the workplace | 3.1 Explain the recovery procedures in own organisation 3.2 Describe a major incident that could occur in own workplace and explain your role should this incident occur |
| Additional information about the unit | |
| Unit purpose and aim(s) | To develop knowledge and understanding of incident management and disaster recovery in the workplace. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to Facilities Management 2008 NOS: FM320 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | |
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| ilm | |
|---|--|
| Support for the unit from a sector skills council or other appropriate body (if required) | Asset Skills |
| Equivalencies agreed for the unit (if required) | M3 48 - Understanding incident management and disaster recovery in the workplace |
| Location of the unit within the subject/sector classification system | 15.3 – Business Management |
| Additional Guidance about the Unit | |
| Indicative Content: | |
| 1 | <ul style="list-style-type: none"> Explanation of business risks (for example financial, loss of market, operational, competitor activity, supply chain failure, non-availability of business premises and/or workforce, legal proceedings, loss of reputation) Identify a range of business threats and their consequences (for example non-compliance resulting in prosecution and/or civil proceedings, fire, explosion, act of terrorism, theft, failure of major customer or supplier, major power outage or plant failure, flood) Identify the people and their business processes that could be affected by potential threats Identify the role of facilities management in business continuity processes |
| 2 | <ul style="list-style-type: none"> Explanation of risk mitigation (for example business continuity planning, emergency preparedness, security, mitigation processes, training, insurance, prevention controls) Risk management processes (for example policy, procedures, record keeping and reviews, training exercises) |
| 3 | <ul style="list-style-type: none"> Explanation of business continuity and disaster recovery planning (for example identification of potential threats to the business, selection and training of recovery teams, availability of alternative premises informal arrangements, 'hot' and 'cold' start locations, liaison with emergency services, communication equipment and 'cascade' systems) (suggest that tutors work through examples and case studies) The role of facilities management in business continuity or disaster recovery teams |
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Example assignment




Assignment Task for Unit: Understanding incident management and disaster recovery in the workplace

| | |
|---------------------------------|----------------------|
| Centre Number: | Centre Name: |
| Learner Registration No: | Learner Name: |

TA 8K

The purpose of this unit is to develop knowledge and understanding of incident management and disaster recovery and how it might be applied within the context of your own organisation.

The task requires you to show your awareness of the main concepts and management processes that apply to mitigating the consequences of an incident that leads to business interruption.

NOTE:
You may want to relate your answers to an organisation that you work in. If you are not currently working within an organisation, then you may complete this task in relation to an organisation with which you are familiar. This could include experience working in a voluntary capacity.

You should plan to spend approximately 11 hours researching your workplace context, preparing for and writing or presenting the outcomes of this assignment for assessment. The nominal word count for this assignment is 1200 words; the suggested range is between 500 and 1600 words.

Check your assignment carefully prior to submission using the assessment criteria.

| Please use the sub-headings shown below when structuring your Assignment | Assessment Criteria |
|---|---|
| <p>Business risk management process and potential threats to the organisation</p> <p>Show that you understand the key aspects of business risk management process by explaining the types of risk an organisation may be exposed to and the measures that may be used to prevent or minimise exposure to those risks.</p> <p>In the context of your own organisation, briefly describe the nature of potential risk factors that could impact the business.</p> <p>Demonstrate your understanding of business risk by considering the possible outcomes if no business risk management systems are in place. You should provide examples of possible scenarios and likely outcomes if hazards and incidents are not managed appropriately.</p> | <ul style="list-style-type: none"> Explain the process of business risk management (20 marks) Describe potential threats and major incidents that could occur in own workplace (12 marks) Describe potential outcomes if hazards and incidents are not managed (3 marks) |
| <p>Reducing the impact of business interruption</p> <p>Briefly describe the measures that should be in place and explain how they would lower the impact of an incident upon the organisation.</p> <p>Briefly explain what would be considered to be a major incident in your organisation and list the measures that are, or should be, in place to mitigate the consequences</p> | <ul style="list-style-type: none"> Explain how to reduce the impact of business interruption on people and the organisation (12 marks) List mitigation measures used to prevent major incidents in the organisation (12 marks) Describe monitoring and review |

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Assignment – Understanding incident management and disaster recovery in the workplace
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| | |
|---|---|
| <p>should such an incident occur.</p> <p>By reflecting on your learning, demonstrate your understanding of the monitoring and reviewing systems that should be in place to ensure the processes and measures taken would be effective if a major incident occurred. You should show you understand both the 'hard' built environment issues and the 'soft' people aspects of business interruption.</p> | <p>processes that are used in own organisation (12 marks)</p> |
| <p>Recovering after a major incident in the workplace</p> <p>Provide a summary of the key processes that are in place, or should be in place, in your own organisation.</p> <p>Select one of the potential risk factors that could impact your organisation and describe the task and responsibilities of the facilities management or disaster recovery team.</p> | <ul style="list-style-type: none"> Explain the recovery procedures in own organisation (12 marks) Describe a major incident that could occur in own workplace and explain your role should this incident occur (12 marks) |
| <p>By submitting I confirm that this assignment is my own work</p> | |

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Example mark/results sheet



MARK SHEET – Understanding incident management and disaster recovery in the workplace

| | | | | |
|---|--|--|--|---|
| Centre Number : | | Centre Name : | | |
| Learner Registration No. : | | Learner Name: | | |
| INSTRUCTIONS FOR ASSESSMENT AND USE OF MARK SHEET Assessment must be conducted with reference to the assessment criteria (AC). In order to pass the unit, every AC must be met. Assessors will normally award marks for every AC and then total them into a percentage. However, for greater simplicity, there is the option to not use marks at all and merely indicate with a 'Pass' or 'Referal' in the box (below right). In order to pass the unit every AC must receive a 'Pass'. Where marks are awarded according to the degree to which the learner's evidence in the submission meets each AC, every AC must be met, i.e. receive at least half marks (e.g. min 10/20). Any AC awarded less than the minimum produces an automatic referral for the submission (regardless of the overall mark achieved). Sufficiency descriptors are provided as guidance. If 20 marks are available for an AC and the evidence in the submission approximates to the 'pass' descriptor, that indicates it should attract 10 marks out of 20, if a 'good pass' then ca. 15 out of 20. The descriptors are not comprehensive, and cannot be, as there are many ways in which a submission can exceed or fall short of the requirements. | | 1. Learner named above confirms authenticity of submission. 2. ILM uses learners' submissions – on an anonymous basis – for assessment standardisation. By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed. However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: <input type="checkbox"/> | | |
| Learning Outcome / Section 1: Understand business risk management process and potential threats to the organisation | | | | |
| Assessment Criteria (AC) AC 1.1 Explain the process of business risk management | Sufficiency Descriptors <i>(Typical standard that, if replicated across the whole submission, would produce a referral, borderline pass or good pass result)</i> | | | Assessor feedback on AC (20 (min. of 10)) Pass or Referral |
| | Referral (ca. 6/20) <ul style="list-style-type: none"> The process of business risk management is merely stated as opposed to explained An explanation is given of the process of business risk management but the explanation is incorrect or minimal | Pass (10/20) <ul style="list-style-type: none"> An explanation is given of the process of business risk (e.g. financial, loss of market, operational, competitor activity, supply chain failure, non-availability of business premises and/or workforce, legal proceedings, loss of reputation) management although the explanation may be limited | Good Pass (ca. 16/20) <ul style="list-style-type: none"> The process of business risk management is thoroughly explained, in detail, perhaps enhanced with workplace examples, making clear the possible consequences of not managing business risk | |