



ILM LEVEL 3 QUALIFICATIONS IN STARTING YOUR ENTERPRISE



ILM/L3QISE/0508

Introducing the qualifications

The ILM Level 3 Award in Starting Your Enterprise and the ILM Level 3 Certificate in Starting Your Enterprise are designed to provide learners with the key knowledge and skills required to start a business/enterprise – which may be a social enterprise, charity or co-operative. They are equally valuable for the start up of a discrete business unit within a larger organisation.

The Award is a concise qualification consisting of two mandatory units. In the first unit – ‘Assessing own suitability for enterprise’ learners gain an understanding of the risks involved in self employment alongside the skills, knowledge and abilities needed to start and run an enterprise. In the second mandatory unit of the Award learners assess the viability of their business idea, including the demand for their product/service and the existence of any competitors in their chosen area.

The Certificate builds and broadens on the understanding gained in the Award (please note candidates may join the Certificate directly and are not required to undertake the Award as a prerequisite.) Learners complete an additional seven mandatory units which cover further practical aspects of business/enterprise start up including; financial requirements for starting and running a business, market research, complying with relevant legislative and regulatory requirements, and how to prepare a business plan.

Qualifications overview

	Level 3 Award in Starting Your Enterprise	Level 3 Certificate in Starting Your Enterprise
Credit value	<ul style="list-style-type: none"> • Minimum 8 credits 	<ul style="list-style-type: none"> • Minimum 25 credits
Guided learning	<ul style="list-style-type: none"> • Minimum 31 hours 	<ul style="list-style-type: none"> • Minimum 95 hours
Duration	<ul style="list-style-type: none"> • Completion within one year 	<ul style="list-style-type: none"> • Completion within two 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 6 • Optional units with a minimum total credit value of 2 	<ul style="list-style-type: none"> • Induction – two hours • Tutorial support – at least three hours • Nine mandatory units with a combined credit value of 21 • Optional units with a minimum total credit value of 4
Assessment – mandatory units	<ul style="list-style-type: none"> • Reflective log • Viability review 	<ul style="list-style-type: none"> • Reflective log • Viability review • Business case/plan
Entry requirements	<p>There are no formal entry requirements but participants will normally be seriously considering starting their own business/enterprise, and have a business/enterprise idea on which to base their development, or be embarking on the management of a distinct business unit within a larger organisation</p>	

Please note these ILM Vocationally Related Qualifications (VRQs) are part of the Qualifications and Credit Framework (QCF), applicable in England, Wales and Northern Ireland, providing successful candidates with transferable qualification credit.



ILM LEVEL 3 QUALIFICATIONS IN STARTING YOUR ENTERPRISE

Overview of units

Ref	Unit title	CV*	Mandatory
E2.01	Assessing own suitability for enterprise	3	A C
E3.01	Assessing the viability of a business idea	3	A C
E3.02	Researching the business market	3	C
E3.03	Developing a customer service focus	2	C
E3.04	Promoting the business	1	C
E3.05	Considering resources for the business	2	C
E3.06	Determining the financial needs for the business	3	C
E3.07	Complying with legislation and regulatory requirements	3	C
E3.08	Writing a business plan	1	C
E3.09	Exploring franchising opportunities	2	
E3.10	Acquiring human skills for the business	2	
E3.11	Managing staff	2	
E3.12	Understanding National Insurance and tax requirements	1	
E3.13	Budgeting for the business	3	
E3.14	Marketing and selling for the business	3	
E3.15	Protecting the business	1	
E3.16	Ensuring stock control in the business	1	
E3.17	Acquiring business premises	1	
E3.18	Working from home or a vehicle	1	
E3.19	Maintaining a quality focus	2	
E3.20	Presenting a business plan	2	
E3.21	Opening and operating a bank account	1	
E3.22	Measuring the environmental and social impact of the business	2	
E3.23	Understanding financial records	1	
M3.01	Solving problems and making decisions	2	
M3.04	Achieving objectives through time management	1	
M3.06	Managing creativity and innovation in the workplace	1	
M3.07	Obtaining information for effective management	2	
M3.14	Managing conflict in the workplace	1	
M3.15	Managing stress in the workplace	1	
M3.18	Coaching and training your work team	2	
M3.19	Providing quality to customers	2	

* Credit value

Candidates must complete the associated mandatory units for their qualification, marked A = Award and C = Certificate, then choose from the remaining units to make up the required minimum credit value – check with your centre for further advice.

ILM membership

All learners gain free studying membership of ILM for one year. Designed to help participants get the most from their course and advance their business career, studying membership gives access to a wide range of specialist support and development materials and services. Once registered, candidates can activate their ILM studying membership online at www.i-l-m.com/activate. At any time candidates can upgrade to become a full ILM professional member – giving an additional range of membership services and the use of post nominal letters (e.g. *InstLM*).

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 e-mail **customer@i-l-m.com**

For information on ILM membership contact **01543 266886** or e-mail **membership@i-l-m.com**

Customer Services

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