**ILM LEVEL 5 UNITS IN LEADERSHIP AND MANAGEMENT ACCREDITATION DOCUMENT**

**[Name of Customer programme]**

**Advice for ILM Centre Managers and Course Organisers**

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| ILM is looking for *equivalence* of the standard of the Level 5 assessment activities, given the context specific nature of the learning, development and subsequent evidence provided by the learners.  This document provides evidence of learner summative assessments/s aligned with the ILM assessment criteria. It also assists internal and external verifiers in the undertaking of their verification activities.  In the column entitled *Learning Strategies* the programme delivery of guided learning activities are referenced. In the column entitled *Assessment Evidence, all specific assessments* that each learnerwill complete are documented.  It is likely that a range of assessment activities will be included and evidence spread across learning outcomes and assessment criteria.  **Advice for the Quality and Compliance Manager (QCM) and External Verifier (EV).**  Pay particular attention to the summative assessment activities which have been aligned in this document, these should be centre- assessed using appropriate centre recording documentation or ILM mark sheets.  Please note that every assessment for every learner should be *available* to the E.V. as requested. The exception being those centres with Direct Claims Status.  *\*For Dual Accredited programmes, the E.V. should have sight of the University Academic Board’s exam pass list, to ensure that there is a match between the completion of the correct university modules and the ILM units claimed.*  **[name of customer programme]**  **Introduction**  [Overview of customer programme/ mode of delivery etc.]  **Rules of Combination** | | |
| **Award: all credits L5 from Group 1: YES/NO/N/A** | **Certificate: YES/NO/N/A** | **Diploma: YES/NO/N/A** |
| Minimum of 6 credits  Maximum of 12 credits  Minimum of 2 units from Group 1  All units must be taken from Group 1  **StorageX/G/ilmcurrent/qualitypractice/mapping/** | Minimum of 13 credits (no minimum no of units specified)  Maximum 36 credits  Choice of Units from Group 1 and Group 2  Maximum of 6 credits from Group 2 | Total credit value of 37  Choice of Units from Group 1 and Group 2  Maximum of 18 credits from Group 2 |

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| **Customer Programme Title** | |  | | | | | **Assessment Manager/QA** |  |
| **ILM Qualification** | | **ILM Level 5** | | | | | **Quality and Compliance Manager (QCM)**  **Business Development Manager (BDM)** |  |
|  | **Summary** | | | **Coverage** | | | **Comments** | **Title of Assessment for External Verification** |
| Ref | Unit Title | | Credit Value | None | Partial | Full |  |  |
| 8607/522 | Becoming an effective leader | | 5 |  |  |  |  |  |
| 8607/504 | Leading innovation and change | | 5 |  |  |  |  |  |
| 8607/519 | Developing and leading teams to achieve organisational goals and objectives | | 4 |  |  |  |  |  |
| 8607/502 | Making a financial case | | 3 |  |  |  |  |  |
| 8607/518 | Making Professional Presentations | | 2 |  |  |  |  |  |
| 8607/501 | Managing Improvement | | 3 |  |  |  |  |  |
| 8607/510 | Managing for Efficiency and Effectiveness | | 4 |  |  |  |  |  |
| 8607/511 | Managing Projects in the Organisation | | 4 |  |  |  |  |  |
| 8607/507 | Understanding the Organisational environment | | 5 |  |  |  |  |  |
| 8607/521 | Managing Own Continuing Professional Development – Certificate and Diploma only | | 15 |  |  |  |  |  |

**ILM Accreditation Document – Becoming an Effective Leader**

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| **Unit No: 8607/522** | | **Becoming an Effective Leader 5 credits** | | | |
| **Learning Outcomes** | | **Assessment Criteria** | | **Learning Strategies** | **Assessment Evidence** |
| 1 | Understand own ability to fulfil key responsibilities of the leadership role | 1.1 | Evaluate own ability to use a range of leadership styles, in different situations and with different types of people, to fulfil the leadership role |  |  |
| 1.2 | Use theories of emotional intelligence to review the effect of emotions on own and others’ performance |  |  |
| 2 | Be able to evaluate own ability to lead others | 2.1 | Review own ability to set direction and communicate this to others |  |  |
| 2.2 | Review own ability to motivate, delegate and empower others |  |  |
| 2.3 | Produce a personal development plan to improve own ability to lead |  |  |

**ILM Accreditation Document – Leading Innovation and Change**

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| **Unit No: 8607/504** | | **Leading Innovation and Change** **5 credits** | | | |
| **Learning Outcomes** | | **Assessment Criteria** | | **Learning Strategies** | **Assessment Evidence** |
| 1 | Understand the need for innovation and change management within an organisation | 1.1 | Explain the importance of innovation for own organisation |  |  |
| 1.2 | Explain the importance of managing change within own organisation |  |  |
| 2 | Be able to propose innovative solutions to improve organisational performance | 2.1 | Assess an opportunity for innovation and improvement in own organisation |  |  |
| 2.2 | Justify the improvement identified, in the context of organisational objectives |  |  |
| 2.3 | Use a range of techniques to generate innovative options to deliver the improvement identified |  |  |
| 2.4 | Evaluate options for generating the proposed improvement to determine feasibility and viability |  |  |
| 3 | Be able to lead and manage change within an organisation | 3.1 | Create a change management plan that is designed to meet stakeholders’ expectations |  |  |
| 3.2 | Implement the change management plan, monitoring progress against agreed targets |  |  |

**ILM Accreditation Document – Developing and Leading Teams to Achieve Organisational Goals and Objectives**

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| **Unit No: 8607/519** | | **Developing and Leading Teams to Achieve Organisational Goals and Objectives** **4 credits** | | | |
| **Learning Outcomes** | | **Assessment Criteria** | | **Learning Strategies** | **Assessment Evidence** |
| 1 | Understand the importance of leading teams to achieve organisational goals and objectives | 1.1 | Assess the effectiveness of own organisation in measuring team performance against organisational goals and objectives |  |  |
| 1.2 | Evaluate the role of leadership in helping teams to achieve organisational goals and objectives |  |  |
| 2 | Be able to develop and lead teams | 2.1 | Critically review own ability to develop and lead teams to achieve organisational goals and objectives |  |  |
| 2.2 | Implement changes to own leadership style in order to more effectively develop and lead teams |  |  |

**ILM Accreditation Document – Making a financial case**

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| **Unit No: 8607/502** | | **Making a financial case** **3 credits** | | | |
| **Learning Outcomes** | | **Assessment Criteria** | | **Learning Strategies** | **Assessment Evidence** |
| 1 | Understand financial concepts used to inform management decisions | 1.1 | Explain the differences between capital and revenue expenditure, using examples |  |  |
| 1.2 | Explain how costs are classified, using examples |  |  |
| 1.3 | Explain how costs are allocated, using examples |  |  |
| 2 | Be able to make a financial case to inform a management decision | 2.1 | Use a range of financial evaluation techniques to inform a management decision |  |  |

**ILM Accreditation Document – Making Professional Presentations**

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| **Unit No: 8607/518** | | **Making Professional Presentations 2 credits** | | | |
| **Learning Outcomes** | | **Assessment Criteria** | | **Learning Strategies** | **Assessment Evidence** |
| 1 | Be able to plan a professional presentation | 1.1 | Identify the aims and objectives of the presentation |  |  |
| 1.2 | Identify the intended audience for the presentation, assessing their level of understanding of the presentation topic |  |  |
| 1.3 | Research, evaluate and select information on the presentation topic |  |  |
| 1.4 | Plan the content and structure of the presentation and prepare visual aids and any other materials required for the presentation |  |  |
| 1.5 | Prepare the location and any equipment required for the presentation |  |  |
| 2 | Be able to deliver a professional presentation | 2.1 | Present your subject matter supported by facts at an appropriate level of understanding for the audience |  |  |
| 2.2 | Respond appropriately to questions from the audience |  |  |
| 3 | Be able to evaluate own ability to make professional presentations | 3.1 | Use feedback from the audience to evaluate own ability to plan and structure a professional |  |  |
| 3.2 | Use feedback from the audience to evaluate own ability to deliver a professional presentation |  |  |
| 3.3 | Implement improvements to own professional presentations |  |  |

**ILM Accreditation Document – Managing Improvement**

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| **Unit No: 8607/501** | | **Managing Improvement 3 credits** | | | |
| **Learning Outcomes** | | **Assessment Criteria** | | **Learning Strategies** | **Assessment Evidence** |
| 1 | Understand the effectiveness of the organisation and own ability to manage and improve quality to meet customer requirements | 1.1 | Critically assess the organisation’s effectiveness in managing quality to meet or exceed customer requirements |  |  |
| 1.2 | Evaluate own ability to manage quality to meet or exceed customer requirements |  |  |
| 2 | Be able to plan and implement projects to meet, and if possible exceed, customer requirements | 2.1 | Develop an improvement plan that is designed to meet and, if possible, exceed customer requirements |  |  |
| 2.2 | Implement improvement plans designed to meet or exceed customer requirements |  |  |

**ILM Accreditation Document – Managing for Efficiency and Effectiveness**

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| **Unit No: 8607/510** | | **Managing for Efficiency and Effectiveness 4 credits** | | | |
| **Learning Outcomes** | | **Assessment Criteria** | | **Learning Strategies** | **Assessment Evidence** |
| 1 | Be able to assess the organisation’s ability to manage efficiently and effectively to achieve targets and objectives | 1.1 | Assess own organisation’s ability to translate vision, mission and strategic goals into operational objectives with realistic and measurable targets |  |  |
| 1.2 | Assess own organisation’s ability to efficiently and effectively delegate responsibilities for the achievement of targets and objectives |  |  |
| 1.3 | Assess the efficiency and effectiveness of control methods used to monitor the achievement of targets and objectives in own area of responsibility |  |  |
| 1.4 | Implement improvements to organisational efficiency and effectiveness in own area of responsibility |  |  |
| 2 | Be able to evaluate own ability to manage efficiently and effectively | 2.1 | Evaluate own ability to manage effectively and efficiently |  |  |
| 2.2 | Implement changes in own management style in order to manage more efficiently and effectively |  |  |

**ILM Accreditation Document – Managing Projects in the Organisation**

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| **Unit No: 8607/511** | | **Managing Projects in the Organisation 4 credits** | | | |
| **Learning Outcomes** | | **Assessment Criteria** | | **Learning Strategies** | **Assessment Evidence** |
| 1 | Be able to manage a project in an organisation | 1.1 | Assess the usefulness of project management tools and techniques for managing a project within own organisation |  |  |
| 1.2 | Plan the implementation of a project within own organisation |  |  |
| 1.3 | Communicate the project plans with appropriate colleagues and stakeholders, gaining agreement where necessary |  |  |
| 1.4 | Implement the project plan, monitoring progress against agreed targets |  |  |
| 2 | Be able to evaluate own ability to manage a project | 2.1 | Use feedback from others to critically evaluate own ability to plan and implement a project, identifying strengths and weaknesses |  |  |
| 2.2 | Create a self-development plan to improve own performance in managing projects |  |  |

**ILM Accreditation Document – Understanding the Organisational environment**

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| **Unit No:8607/507** | | **Understanding the Organisational environment 5 credits** | | | |
| **Learning Outcomes** | | **Assessment Criteria** | | **Learning Strategies** | **Assessment Evidence** |
| 1 | Be able to analyse how an organisation is affected by the macro-environment | 1.1 | Analyse own organisation using PESTLE |  |  |
| 1.2 | Evaluate the strengths and limitations of using PESTLE as a strategic diagnostic tool |  |  |
| 2 | Understand the impact of economic and political factors on the organisation | 2.1 | Assess the impact on the organisation of one economic factor from the PESTLE analysis |  |  |
| 2.2 | Assess the impact on the organisation of one political factor from the PESTLE analysis |  |  |
| 3 | Understand the legal environment within which the organisation operates | 3.1 | Assess the impact on the organisation of one legal factor from the PESTLE analysis |  |  |

**ILM Accreditation Document – Managing Own Continuing Professional Development**

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| **Unit No: 8607/521** | | **Managing Own Continuing Professional Development 15 credits** | | | |
| **Learning Outcomes** | | **Assessment Criteria** | | **Learning Strategies** | **Assessment Evidence** |
| 1 | Be able to review personal and work-related development experiences, aims, objectives and priorities | 1.1 | Evaluate prior learning and work-related experience to identify personal strengths and weaknesses in self-development |  |  |
| 1.2 | Assess personal development aims, objectives, and priorities for the long, medium and short term |  |  |
| 2 | Be able to undertake and evaluate planned development activities | 2.1 | Evaluate development opportunities for the long, medium and short term |  |  |
| 2.2 | Justify undertaking planned personal development activities to employment and learning supervisors |  |  |
| 2.3 | Negotiate and undertake planned and resourced development activities |  |  |
| 2.4 | Evaluate the effectiveness of the development activities in meeting personal aims, objectives, and priorities |  |  |
| 3 | Be able to review and reflect on learning and its effect on workplace performance | 3.1 | Critically review how learning and development has been applied in the workplace to improve own or others’ performance |  |  |
| 3.2 | Review and revise short, medium and long-term goals based upon personal development activities and their impact on the workplace |  |  |