



ILM Level 3

Diploma for Managers

Who is this qualification for?

Ideal for aspiring professionals taking their first step into line management, or those with some experience of managing a team or project to deliver clearly defined outcomes.

This qualification has been developed in line with the latest management standards to support candidates undertaking a Team Leader/Supervisor apprenticeship.

This qualification maps fully to the 'on programme' elements of the Team Leader/Supervisor Apprenticeship Standard.

Successful completion of a full Team Leader/Supervisor apprenticeship programme, including this qualification and End Point Assessment, will take 12–18 months.

Benefits for individuals

- Develop a range of essential management skills applied and refined in a real working environment.
- Build the leadership capability to motivate teams and influence with confidence.
- Gain a broad understanding of key management and leadership theory to underpin and support growth and performance.

Benefits for employers and educators

- Target your learning and development in complete alignment with the latest apprenticeship standards – ensuring all learning is relevant, with no gaps in knowledge.
- Maximise candidates' confidence and readiness for End Point Assessment.
- Reward learner engagement and drive completion with ILM digital credentials.

Progression

Successful learners can progress to a range of qualifications, including:

- ILM Level 4 Award, Certificate and Diploma in Leadership and Management
- ILM Level 5 Diploma for Leaders and Managers
- ILM Level 5 Award, Certificate and Diploma in Leadership and Management
- ILM Level 4 Award in Leadership
- ILM Level 5 Award and Certificate in Leadership

Qualification overview

Qualification title	Credit value	Total Qualification Time	Structure
ILM Level 3 Diploma for Managers	38	370 hrs	<ul style="list-style-type: none"> ● 2 hrs induction ● At least 7 hrs tutorial support ● All units are mandatory

*Refer to table overleaf for unit details

Rules of combination

- All 17 units are mandatory.
- To achieve units 300, 301, 302 and 303 the associated onscreen knowledge tests 317 and 318 must be passed.

Overview of units

Reference	Unit title	Level	CV*	GLH**
Knowledge units				
8410-300	Leading People	3	2	17
8410-301	Managing People	3	2	17
8410-302	Building Relationships	3	2	15
8410-303	Communication	3	2	15
8410-308	Operational Management	3	2	18
8410-309	Project Management	3	2	15
8410-310	Finance	3	2	15
Skills units				
8410-304	Leading People	3	2	3
8410-305	Managing People	3	2	3
8410-306	Building Relationships	3	3	3
8410-307	Communication	3	2	3
8410-311	Operational Management	3	2	3
8410-312	Project Management	3	2	3
8410-313	Finance	3	2	3
Combined skills and knowledge units				
8410-314	Self-Awareness	3	3	15
8410-315	Management of Self	3	3	12
8410-316	Problem Solving and Decision Making	3	3	12
Onscreen Knowledge Test				
8410-317	Level 3 Leading and Managing People	n/a	n/a	n/a
8410-318	Level 3 Communication and Building Relationships	n/a	n/a	n/a

*Credit value **Guided learning hours

Contact ILM

The ILM Customer Service Team is 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 us.

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City & Guilds Limited (Registered Company 16513878) is the Awarding Organisation for ILM qualifications.

End Point Assessment (EPA)

We are approved to offer End Point Assessment for the Level 3 Team Leader/Supervisor and the Level 5 Operations/Departmental Manager Trailblazer Apprenticeships.

Digital credentials

On successful completion individuals will be awarded ILM digital credentials for each unit of learning and the full qualification to showcase their proven skills and knowledge, and raise their professional profile through a range of social platforms.

Learning resources

There is a range of materials available to support ILM qualifications through our online portal, Walled Garden, and the ILM website. Contact us to find out more.

Institute of Leadership & Management membership

All ILM Management Apprentices receive two years membership of the Institute of Leadership & Management, bringing access to a wealth of resources.

Our ethos

Our qualifications combine innovative design with a strong focus on workplace performance. We believe this delivers well-rounded managers with proven capability.