

## ILM Level 4

# Certificate and Diploma in Principles of Leadership and Management



### Who are these qualifications for?

The Level 4 Certificate and Diploma in Principles of Leadership and Management are designed to develop aspiring middle managers and first line managers. Learners build core skills in middle management and can access a wide range of optional study areas to help them gain specific management skills to suit their needs. The Diploma also forms part of the ILM Level 4 Management Apprenticeship.

### Benefits for individuals

- Gain the knowledge to support your middle management role
- Take control of your personal development
- Understand change in the workplace
- Build positive and productive relationships at work
- Get a nationally recognised qualification.

### Benefits for employers

- Motivated middle managers with proven ability to perform
- Managers who can assess and improve their development
- Better communication and collaboration in teams
- Flexible choice of units – customise the qualification to suit your organisation.

The core of each qualification builds up the key leadership and management knowledge needed by today's middle managers. The shorter Certificate contains two mandatory units looking at fully understanding the management role and how to lead a complex team activity. The Diploma contains four mandatory units building additional skills in personal development, change management and relationship development in the workplace. Both qualifications benefit from a wide selection of optional units to build management skills in variety of areas such as managing risk, planning and allocating work or managing improvement.

### Progression

These qualifications will provide progression opportunities to other qualifications such as:

- ILM Level 5 NVQ Diploma in Management and Leadership
- ILM Level 5 Diploma in Principles of Leadership and Management
- ILM Level 5 Award, Certificate or Diploma in Leadership and Management.

## Qualification overview

Qualification title	Credit value	Total qualification time	GLH	Structure
<b>ILM Level 4 Certificate in Principles of Leadership and Management</b> QAN: 601/4234/0	Minimum 15 and maximum 36 credits	150 hours	30	<ul style="list-style-type: none"> <li>At least two hours induction</li> <li>At least two hours tutorial support</li> <li>2 mandatory units (8 credits)</li> <li>7 credits from optional Groups 1, 2 or 3 with a maximum of 7 credits from Groups 2 or 3</li> </ul>
<b>ILM Level 4 Diploma in Principles of Leadership and Management</b> QAN: 601/4235/2	37	370 hours	78	<ul style="list-style-type: none"> <li>At least two hours induction</li> <li>At least two nine tutorial support</li> <li>4 mandatory units (27 credits)</li> <li>10 optional credits from Groups 1, 2 or 3</li> </ul>

\*Refer to table below for unit details

## Rules of combination

### Certificate

- Two mandatory units (total credit value of 8)
- 7 credits from optional Groups 1, 2 or 3
- Maximum of 7 credits from Groups 2 or 3

### Diploma

- Four mandatory units (total credit value of 27)
- 10 Credits from Groups 1, 2, or 3

## Overview of units

### Mandatory

Reference	Unit title	Level	CV*	GLH**	Mandatory***
8625-400	Understanding the Management Role to Improve Management Performance	4	4	15	C D
8625-401	Planning and Leading a Complex Team Activity	4	4	6	C
8625-409	Managing Personal Development	4	15	6	D
8625-417	Managing and Implementing Change in the Workplace	4	6	24	D
8625-334	Understanding and Developing Relationships in the Workplace	3	2	8	D

\*Credit value \*\*Guided learning hours \*\*\*C=Certificate D=Diploma

### Group 1

Reference	Unit title	Level	CV*	GLH**
8625-401	Planning and Leading a Complex Team Activity <i>Optional unit for Diploma learners only</i>	4	4	6
8625-402	Managing Equality and Diversity in Own Area	4	4	12
8625-403	Managing Risk in the Workplace	4	3	6
8625-404	Delegating Authority in the Workplace	4	3	3
8625-405	Developing People in the Workplace	4	5	21
8625-406	Developing Your Leadership Styles	4	4	10
8625-407	Understanding Financial Management	4	3	12
8625-408	Management Communication	4	4	18
8625-410	Managing the Analysis of Secondary Data	4	4	15
8625-411	Managing a Healthy and Safe Environment	4	2	9
8625-412	Managing Meetings	4	3	15
8625-413	Managing Marketing Activities	4	3	15
8625-414	Data Collection and Analysis to Justify Management Decision Making	4	2	10
8625-415	Motivating People in the Workplace	4	2	6
8625-416	Solving Problems by Making Effective Decisions in the Workplace	4	3	14

## Group 1 continued

Reference	Unit title	Level	CV*	GLH**
8625-417	Managing and Implementing Change in the Workplace <i>Optional unit for Certificate learners only</i>	4	6	24
8625-418	Understanding the Organisational Culture and Context	4	6	25
8625-419	Understanding Work in Contemporary Society	4	3	8
8625-420	Budgetary Planning and Control	4	3	6
8625-421	Interpreting Financial Statements to Assess Organisational Performance Using Financial Ratios	4	3	6
8625-422	Understanding the Importance of Marketing for an Organisation	4	4	6
8625-423	Using Quantitative Methods to Solve Management Problems	4	6	10
8625-424	Understanding the Economics of the Marketplace	4	6	10
8625-425	Developing Individual Mental Toughness	4	2	5
8625-426	Understanding the Macro Economic Environment	4	7	25
8625-427	Developing a Culture to Support Innovation and Improvement	4	3	12

\*Credit value \*\*Guided learning hours

## Group 2

Reference	Unit title	Level	CV*	GLH**
8625-300	Solving Problems and Making Decisions	3	2	9
8625-301	Understanding Innovation and Change in an Organisation	3	2	9
8625-302	Planning Change in the Workplace	3	2	9
8625-303	Planning and Allocating Work	3	2	9
8625-304	Writing for Business	3	1	4
8625-305	Contributing to Innovation and Creativity in the Workplace	3	2	9
8625-306	Understanding Customer Service Standards and Requirements	3	2	7
8625-307	Giving Briefings and Making Presentations	3	2	4
8625-308	Understanding Leadership	3	2	6
8625-309	Understand How to Establish an Effective Team	3	1	5
8625-310	Understanding How to Motivate to Improve Performance	3	2	9
8625-311	Developing Yourself and Others	3	2	9
8625-312	Understanding Conflict Management in the Workplace	3	1	4
8625-313	Understanding Stress Management in the Workplace	3	1	7
8625-314	Understanding Discipline in the Workplace	3	1	5
8625-315	Understanding Recruitment and Selection of New Staff in the Workplace	3	2	7
8625-316	Understanding the Induction of New Staff in the Workplace	3	1	3
8625-317	Understanding Training and Coaching in the Workplace	3	2	7
8625-318	Understanding Quality Management in the Workplace	3	2	6
8625-319	Understanding Organising and Delegating in the Workplace	3	1	4
8625-320	Managing Workplace Projects	3	2	7
8625-321	Understanding Health and Safety in the Workplace	3	2	7
8625-322	Understand the Organisation and its Context	3	2	7
8625-323	Understanding Performance Management	3	2	7
8625-324	Understand Costs and Budgets in an Organisation	3	1	7
8625-325	Understand How to Manage the Efficient Use of Materials and Equipment	3	2	7
8625-326	Understanding the Communication Process in the Workplace	3	2	7
8625-327	Understanding Negotiation and Networking in the Workplace	3	1	6
8625-328	Understand How to Lead Effective Meetings	3	2	4
8625-329	Understanding Workplace Information Systems	3	1	6
8625-330	Understanding Marketing for Managers	3	1	4
8625-331	Understanding Support Services Operations in an Organisation	3	3	7
8625-332	Understanding Sustainability and Environmental Issues in an Organisation	3	3	10
8625-333	Understanding Procurement and Supplier Management in the Workplace	3	2	7
6625-334	Understanding and Developing Relationships in the Workplace <i>Optional unit for Certificate learners only</i>	3	2	8
8625-335	Understand How to Manage Contracts and Contractors in the Workplace	3	2	8
8625-336	Understanding Incident Management and Disaster Recovery in the Workplace	3	2	7
8625-337	Understanding Security Measures in the Workplace	3	2	7
8625-338	Understanding How to Manage Remote Workers	3	2	7

### Group 2 continued

Reference	Unit title	Level	CV*	GLH**
8625-339	Understanding Good Practice in Workplace Coaching	3	3	9
8625-340	Understanding Good Practice in Workplace Mentoring	3	3	9
8625-341	Leading and Motivating a Team Effectively	3	2	7

\*Credit value \*\*Guided learning hours

### Group 3

Reference	Unit title	Level	CV*	GLH**
8625-501	Managing Improvement	5	3	8
8625-502	Making a Financial Case	5	3	14
8625-503	Developing Critical Thinking	5	4	18
8625-504	Leading Innovation and Change	5	5	24
8625-505	Managing Individual Development	5	4	18
8625-506	Managing Stress and Conflict in the Organisation	5	3	8
8625-507	Understanding the Organisational Environment	5	5	24
8625-508	Understanding Organisational Culture and Ethics	5	3	12
8625-509	Managing Customer Relations	5	3	10
8625-510	Managing for Efficiency and Effectiveness	5	4	18
8625-511	Managing Projects in the Organisation	5	4	18
8625-512	Managing Resources	5	4	12
8625-513	Managing Information	5	4	12
8625-514	Managing Recruitment	5	5	24
8625-515	Managing Work Analysis	5	3	12
8625-516	Analysing and Interpreting Statistics to Inform Management Decisions	5	2	10
8625-517	Understanding the Management of Facilities	5	2	9
8625-518	Making Professional Presentations	5	2	9
8625-519	Developing and Leading Teams to Achieve Organisational Goals and Objectives	5	4	18
8625-520	Assessing Your Own Leadership Capability and Performance	5	6	15
8625-521	Managing Own Continuing Professional Development <i>Optional unit for Diploma learners only</i>	5	15	20
8625-522	Becoming an Effective Leader	5	5	9
8625-525	Improving and Maintaining the Organisation's Environmental Performance	5	5	14
8625-526	Managing Remote Workers	5	5	12
8625-527	Partnership Working	5	4	10
8625-528	Understanding Governance of Organisations	5	6	18
8625-529	Knowledge and Information Management	5	5	14
8625-530	Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring	5	5	18

\*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 ILM.

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All ILM qualifications are awarded by the City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter.

### 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 learners receive a minimum of 12 months membership of the Institute of Leadership & Management, bringing access to a wealth of resources to support their leadership development.

### Our ethos

Our qualifications combine innovative design with a strong focus on workplace performance. We believe this delivers well-rounded managers with a proven ability to perform to the required standards.