

## Available routes

Award, Certificate, Diploma and Extended Diploma

## Who is this qualification for?

These qualifications are designed to meet the evolving needs of learners, employers and training providers with a focus on:

- First-line and middle managers stepping into leadership roles
- Current managers looking to validate experience and enhance their skills
- Apprentices and employees seeking progression in leadership and management
- Learners balancing work and study with flexible routes to achievement

## Progression opportunities

Successful learners can progress to a range of qualifications including:

- Level 4 Award in Leadership and Management
- Level 4 Certificate in Leadership and Management
- Level 4 Diploma in Leadership and Management
- Level 5 Award in Operational Leadership and Management Skills
- Level 5 Certificate in Operational Leadership and Management Skills
- Level 5 Diploma in Operational Leadership and Management Skills



### Benefits for learners

Build confidence and progress careers

- Choose Award, Certificate, Diploma, or Extended Diploma routes to fit goals.
- Modular structure to tailor learning to the role and aspirations.
- Clear alignment with the occupational standard against the Extended Diploma effectively supports those progressing via apprenticeships.
- Recognition of Prior Learning (RPL) can be supported by your provider for faster progression.
- Clear progression pathways to level 4 and level 5 for career growth.



### Benefits for employers

Develop confident managers who can lead teams, manage performance, and deliver results

- Supports organisational priorities: wellbeing, sustainability, and change management.
- Immediate workplace application improves performance and retention.
- Flexible programmes designed to fit around operational needs.
- Future-proof your workforce with inclusive and practical leadership skills.



### Benefits for providers

Expand your offer and simplify delivery

- Fast-track approval for centres already delivering legacy Level 3 qualifications.
- Flexible delivery options: classroom, blended, or workplace.
- Access SmartScreen, portfolio packs, and tutor guidance for smooth onboarding.
- Streamlined assessment approach through real-world evidence.
- Content aligned with employer needs – wellbeing, sustainability, data-driven decisions.

## Key qualification information

Qualification Title	City & Guilds qual number	GLH *	Total qual time	Structure
City & Guilds Level 3 Award in Leadership and Management Skills (610/6869/X)	8723-11	40	95	Learners must achieve 1 mandatory unit and 1 optional unit
City & Guilds Level 3 Certificate in Leadership and Management Skills (610/6870/6)	8723-21	80	210	Learners must achieve 1 mandatory unit and 3 optional units
City & Guilds Level 3 Diploma in Leadership and Management Skills (610/6871/8)	8723-31	140	390	Learners must achieve 1 mandatory unit and 6 optional units
City & Guilds Level 3 Extended Diploma in Leadership and Management Skills (610/6873/1)	8723-41	370	1010	Learners must achieve all mandatory units

\*Guided learning hours

## Overview of units

Reference	Title	GLH *	Credit value	Award, Certificate, Diploma	Extended Diploma
8723-301	Developing effective leadership skills	25	6	Mandatory	Mandatory
8723-302	Managing personal and professional development	15	5	Optional	Mandatory
8723-303	Managing the performance of others	15	6	Optional	Mandatory
8723-304	Supporting wellbeing in the workplace	25	6	Optional	Mandatory
8723-305	Effective recruitment	25	6	Optional	Mandatory
8723-306	Developing project management skills	30	5	Optional	Mandatory
8723-307	Managing and implementing change	20	5	Optional	Mandatory
8723-308	Problem solving and decision making	25	5	Optional	Mandatory
8723-309	The organisation and its environmental responsibilities	25	6	Optional	Mandatory
8723-310	Analysing data to make decisions	25	4	Optional	Mandatory
8723-311	Organisational finance	15	5	Optional	Mandatory
8723-312	Effective communication	25	5	Optional	Mandatory
8723-313	Planning and leading structured workplace communication	25	5	Optional	Mandatory
8723-314	Supporting flexible working	25	4	Optional	Mandatory
8723-315	Developing a high performing team	25	5	Optional	Mandatory

Reference	Title	GLH *	Credit value	Award, Certificate, Diploma	Extended Diploma
8723-316	Legislation and compliance	25	5	Optional	Mandatory
8723-317	Managing external stakeholder relationships	25	5	Optional	Mandatory

\*Guided learning hours

## **Optional units** to support development across different areas of **leadership and management**

Units that may be relevant for learners looking to build skills across a range of leadership and management responsibilities.



For roles in  
**people management**

Reference	Title
8723-302	Managing personal and professional development
8723-303	Managing the performance of others
8723-304	Supporting wellbeing in the workplace
8723-305	Effective recruitment
8723-312	Effective communication
8723-313	Planning and leading structured workplace communication
8723-314	Supporting flexible working
8723-315	Developing a high performing team
8723-316	Legislation and compliance
8723-317	Managing external stakeholder relationships



For roles in  
***process or information management***

Reference	Title
8723-307	Managing and implementing change
8723-308	Problem solving and decision making
8723-310	Analysing data to make decisions
8723-311	Organisational finance
8723-316	Legislation and compliance
8723-317	Managing external stakeholder relationships



For roles in  
***project management***

Reference	Title
8723-306	Developing project management skills
8723-307	Managing and implementing change
8723-308	Problem solving and decision making
8723-310	Analysing data to make decisions
8723-312	Effective communication
8723-313	Planning and leading structured workplace communication

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### **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.

[customer@i-l-m.com](mailto:customer@i-l-m.com)

**+44 (0) 1543 266 867**

[www.i-l-m.com](http://www.i-l-m.com)

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### ***Institute of Leadership membership***

All ILM learners receive a minimum of 12 months membership to the Institute of Leadership, 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.

