ILM Level 5
Management

Aimed at middle managers responsible for substantial programmes and resources, our qualification develops skills in strategic planning, change and business process design. Learn core leadership and management skills, how to inspire colleagues and deliver results.

Benefits for the individuals

- Develop your essential leadership skills
- Learn how to manage strategic change
- Develop skills in business processes to improve your organisation's effectiveness
- Achieve a recognised qualification
- Access to a wealth of resources through Moodle - our online learning platform
- Receive a minimum of 12 months membership to the Institute of Leadership & Management

Benefits for the employers

- Develop proactive middle managers comfortable with change
- Range of optional units to tailor the qualification to your business needs
- Promote a culture of learning and development
- Strong focus on workplace performance, to deliver well-rounded managers

What you willl study

You will study four mandatory units in this qualification. Two units build skills in strategy - strategic planning and strategic change. The third unit looks at developing and evaluating business processes. The fourth unit develops further core skills in leadership and management. We will work with you and your employer to identify the best optional units for your role and the business.

Essential Skills

Welsh Government is committed to raising the levels of Essential Skills across Wales. Communication and Application of Number qualifications are an integral element to the funded apprenticeship frameworks.

We offer a blended learning approach delivered remotely, face-to-face and using our online learner Moodle. You will be assessed via a 4 – 6 hour task and a 45 minute test for both Communication and Application of Number. Tests will be held in-person at our test centre.

If you have completed Essential Skills previously or are able to provide suitable evidence, such as GCSE certificates or similar, you may be exempt from completing this element of the qualification.

Essential Skills	
Learners will need to complete:	
Application of Number	Level 2
Digital Literacy	Level 2
Communication	Level 2

Qualification Overview

To achieve the Level 5 Management qualification, learners must compete:

- Two hour induction
- Essential Skills in Application of Number, Communication and Digital Literacy at Level 2
- NVQ Level 5 In Management (total of 53 credits)
- VRQ Level 5 in The Principles of Leadership and Management (total of 37 credits, 18 of which will be from optional units which you can discuss with your Trainer Coach).
- The qualification will take 18 months to complete

Overview of VRQ units
Mandatory

Reference	Unit Title	Level	Credit Value	Guided Hours
8610-501	Managing improvement	5	3	8
8610-502	Making a finanicial case	5	3	14
8610-503	Developing critical thinking	5	4	18
8610-504	Leading innovation and change	5	5	24
8610-400	Understanding the management role to improve management performance	4	4	15

Overview of NVQ units

Mandatory

Reference	Unit Title	Level	Credit Value	Guided Hours
8623-500	Contribute to the development of a strategic plan	5	5	31
8623-501	Design business processes	5	5	23
8623-502	Manage strategic change	5	7	25
8623-400	Provide leadership and management	4	5	28

Optional Units - Group 1

Reference	Unit Title	Level	Credit Value	Guided Hours
8623-503	Establish business risk management processes	5	5	29
8623-504	Promote equality of opportunity, diversity and inclusion	5	5	26
8623-505	Develop and manage collaborative relationships with other organisations	5	5	28
8623-506	Optimise the use of technology	5	6	29
8623-507	Manage product and/or service development	5	5	23
8623-508	Manage strategic marketing activities	5	7	28
8623-403	Develop and maintain professional networks	4	3	15
8623-401	Develop and implement an operational plan	4	5	24
8623-404	Encourage learning and development	4	3	16
8623-406	Discipline and grievance management	4	3	26
8623-402	Develop working relationships with stakeholders	4	4	20
8623-407	Manage a tendering process	4	4	21
8623-408	Manage physical resources	4	4	26
8623-409	Manage the impact of work activities on the environment	4	4	30
8623-410	Prepare for and support quality audits	4	3	17
8623-411	Conduct quality audits	4	3	21
8623-412	Manage a budget	4	4	26
8623-413	Manage a project	4	7	38
8623-414	Manage business risk	4	6	27
8623-415	Manage knowledge in an organisation	4	5	34
8623-416	Recruitment, selection and induction practice	4	6	33
8623-417	Manage redundancy and redeployment	4	6	39
8623-708	Lead the development of a knowledge management strategy	7	7	33
8623-709	Lead the development of a quality strategy	7	4	20
8623-710	Lead the development of a continuous improvement strategy	7	5	28

Optional Units -Group 2

Reference	Unit Title	Level	Credit Value	Guided Hours
8623-418	Manage health and safety in own area of responsibility	4	5	15
8623-419	Contribute to the design and development of an information system	4	5	23
8623-420	Manage information systems	4	6	30
8623-421	Manage events	4	6	49
8623-422	Manage customer service operations	4	7	23
8623-423	Review the quality of customer Service	4	4	20
8623-424	Developing sales proposals	4	5	30
8623-425	Prioritising information for sales Planning	4	3	20

Progression

This qualification may provide opportunities to study at a higher level.