

ACADEMY OF LEADERSHIP & MANAGEMENT

Executive education
and key people
development

ILM Level 3 QUALIFICATIONS

Award and Certificate in
Leadership and Management



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APPROVED CENTRE

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THE QUALIFICATIONS

The ILM Level 3 Award and Certificate in Leadership and Management are designed for aspiring and practising first-line managers, helping them to develop their skills and experience, improve performance and prepare for first-line management responsibilities. These managers will be looking to make the best use of resources and understand the need to optimise the performance of their teams. They are likely to have a varied range of responsibilities.

THE COURSES

The courses are delivered through a combination of tutorials, online and workbased learning. They are split into modules, each with a blend of online and practical activities. Students have a monthly tutorial session, via Skype or phone, with their own tutor. They submit an assignment for each module, based on applying their newly learned skills in the workplace, and they are provided with prompt and detailed feedback, incorporating reflective questions that encourage further personal development.

The **Award** consists of two modules which provide a broad coverage of the key skills required to practise as a first-line manager. This provides a solid foundation for personal development and valuable insights into a variety of situations.

The **Certificate** builds on and broadens the skills and knowledge gained in the Award. Students complete a further four modules, covering a range of different subject areas, all essential to being a first-line manager in today's challenging world.

Both courses are delivered through a unique blend of tutorials and work based learning, designed to develop real impacts in the workplace.

Their learning will evolve as students progress, drawing on both structured on-line learning and a large library of materials, provided by both the Institute of Leadership & Management and the Chartered Management Institute (CMI).

BENEFITS - FOR THE ORGANISATION

The impacts of these courses are many and varied. For organisations, there is the prospect of quantified impacts on the areas in which students work. They will also see the growth of management capabilities, which is likely to have a very positive effect on performance.

BENEFITS - FOR THE STUDENT

Students will see growth in their professional capabilities. They will gain valuable experience in working on and improving organisational issues, growing and developing as leaders and managers.

WHY OUR APPROACH WORKS

- Our team are practitioners and coaches with experience of working in senior management positions
- Activities are practical, current and relevant to the 21st century organisation
- The courses are highly interactive and informative
- Learning is flexible and does not involve any time 'off the job', apart from monthly tutorials
- Our methodology is constantly cross referenced with new concepts and thinking

PROGRESSION ROUTES

The Level 3 Award and Certificate are prestigious qualifications in their own right. They can provide students with up to 13 credits at Level 3, which equates to A Level study. They can be used as a stepping stone into an ILM Level 5 qualification, and through this to advanced entry to undergraduate degrees at a number of UK universities.

Successful completion of these qualifications also provides eligibility for membership of the Institute of Leadership & Management.

PROGRAMME CONTENT

The Award consists of two units. The Certificate has a further four units lasting 6 months. All are designed around the units of the qualifications:

AWARD (2 months)

Two units, each lasting one month, covering a range of leadership and management issues. Units covered are:

- **Understanding leadership**
- **Solving problems and making decisions**

**CERTIFICATE** (6 months)

A further four units, each lasting a month, making the course six months in total. The units covered are:

- **Understanding leadership**
- **Solving problems and making decisions**
- **Understand how to establish an effective team**
- **Understand how to motivate to improve performance**
- **Planning and allocating work**
- **Management communication**

**IMPACTS**

Learners and their sponsors can expect real impacts for themselves and their organisations. Potential impacts can vary significantly, but are always going to be linked directly to the learner and/or their organisation.



What our students say about our courses...

After completing the course not only do I feel more confident in my decision making but I am able to back up what I instinctively know is the right choice with well thought through arguments and academic understanding

The planning and organisation of the course was very detailed. Very well structured to support my personal development.

The Academy of Leadership and Management were the springboard needed to boosting my perceived stagnating career. The confidence and insight bestowed on me through their professional mentoring coupled with the solid course content, relevant to my work, has had an immediate and significant positive effect on my career

I really enjoyed my course and have learnt a lot from the experience. I acquired new knowledge, for sure, but I have also become more reflective as a manager and have developed many useful skills. I have grown a lot as a leader, manager and person. The course also enabled me to pursue a career promotion successfully and I can definitely see the benefits of undertaking the qualification in my new role.

Because the assignments were very practical and analysed my immediate work situations, I was able to apply theory into practice straight away and implement recommendations and improvements, which had a great impact on my results at work and my confidence in my own abilities.

I received excellent support from the tutor who was challenging my way of thinking in the right way to motivate me and keep me on my toes. The tutorials were really enjoyable and super helpful so I was always looking forward to them. I received very useful and constructive feedback and my coach also coached me through some important professional decisions.

I would definitely recommend studying with the Academy of Leadership and Management.

The blended learning of online resources and monthly skype conversations has proven to more flexible and possibly even better than a classroom. Great course, great team - highly recommended to anyone.

The course provided extensive insights into the full range of leadership attributes, and helped establish a real and practical sense of how to further my career dynamically and positively

Undertaking a distance learning qualification in Leadership and Management meant I could fit my full time job around some targeted CPD. The programme was flexible with regards to timings, but a clear set of deadlines meant I could plan for the submissions around my work schedule.

The course itself has been transformational for me and has enabled me to work to a higher potential. The knowledge and understanding of strategy has been of particular benefit and has enabled me to identify exciting opportunities for our organisation and given me the skills to maximise those opportunities. It has also helped me identify areas that myself, my team and the organisation as a whole can develop to achieve greater success.

LEARNING ACTIVITIES

Each unit involves a number of learning activities which may include:

- on-line learning
- monthly tutorial sessions with your personal tutor
- practical work based assignments
- regular feedback from your tutor and the assessment team

N.B. All students are provided with studying membership of the Institute of Leadership & Management for the duration of their course.

ABOUT ILM

ILM has the UK's widest range of leadership and management qualifications and accredited training.

Over 750,000 managers have benefited from an ILM qualification or accredited training programme in the past ten years.

ILM's qualifications are a proven route to developing management skills, and growing your knowledge and capability. But equally importantly, ILM qualifications can transform your career. It helps that ILM is the UK's most recognised and respected awarding body for leadership and management qualifications.

More managers take qualifications from ILM than anywhere else. ILM don't believe in training for training's sake, or qualifications that just tick boxes. If you're serious about developing your career, an ILM qualification will take you to the next level. It proves to you and your employer that you have the knowledge, skills and ability to take on new responsibility. If you have just been promoted, or are preparing for a new role – especially if it involves taking on work that is new to you – an ILM qualification will give you and your employer the confidence to know you can do the job effectively.

After an ILM qualification:

- 93% of managers perform better in their jobs
- 90% of managers improve their ability to communicate and give feedback
- 90% of managers are better at motivating people

ABOUT THE ACADEMY OF LEADERSHIP & MANAGEMENT

The Academy of Leadership & Management is a well respected provider of executive education and key people development in:

- leadership & management
- coaching & mentoring
- business & enterprise
- business advice & consulting

We are an awarding centre for both ILM, SFEDI, IOEE and NCFE. We are one of ILM's largest awarding centres for senior level qualifications and work with employers and individual students in the public, private and third sectors in the UK and internationally. We also deliver courses at Level 5 and Level 7 and have developed strong progression routes into higher education at undergraduate and postgraduate level.

We have a proven reputation for developing business professionals and leaders. Our distinctive and flexible approach, developed by our highly experienced team over the past 30 years, is proven to deliver results.

DURATION AND COSTS

The Level 3 Award in Leadership & Management can normally be completed within 2 months, although timescales can be adjusted to suit individual needs. Course fees are £720 (£600 exc. VAT).

The Level 3 Certificate in Leadership & Management can normally be completed within 6 months, again timescales can be adjusted to suit individual needs. Course fees are £1,650 (£1,375 exc. VAT).

An instalment payment plan is available to self-funding students. Course start dates are agreed on an individual basis.

FURTHER INFORMATION www.academylm.co.uk

For further details, please call 0845 890 2549
or email info@academylm.co.uk



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