



ILM Level Three Certificate in Leadership & Management



(Potential grant available from the DESC)

Introduction

The ILM Level 3 Certificate in Leadership and Management develops leaders and managers within the Qualifications Credit Framework. It covers the full range of responsibilities of the first line manager. The programme is suitable for direct entrants to executive management (for example graduates on the fast track) or for those promoted from team leader or supervisor. The content is relevant whether already working at that level or preparing for promotion.

The main purpose of the qualification is to improve performance in key management skills, which for some participants is an end in itself. However, the qualification can also be a stepping stone to future personal development. Achievement of this nationally recognised vocational qualification also makes candidates eligible for Institute of Leadership and Management membership at a grade of Associate Member (AMInstLM).

The full Certificate consists of an induction, 9 learning units, tutorial support, and an assessment process.

The TLC programme delivers the learning modules over 9 days of tutor-led learning (see page two for the schedule) and one day of tutor supported self-learning. The units and the expected learning outcomes are described on page three of this guide.

The programme commences April 2024. Places are limited.

How long will it take?

The Level 3 Certificate will run over a period of 6 months (see timetable on page 2).

The TLC programme is primarily tutor-led, providing a valuable opportunity for work with a peer group. However, some flexibility can be allowed through the use of alternative learning methods. These can also be effective in fitting study around personal and work lives.

Assessment

1. Four assignments providing evidence of learning and application in the workplace, considering your own practice and how it can be developed. The assignments are assessed by TLC.
2. Knowledge assessment (two sets of structured-answer questions).

Programme Costs

The total price for this course will be £1,695 + VAT per person. This price includes the registration fee charged by ILM to attend this programme.

If you are eligible you can request a grant of 30% of the total price from the Department of Education, Sport & Culture. A guidance sheet on how to claim this grant is available from TLC.

Delivery Timetable

| | | |
|------------------------|---------------|--------------------------------------|
| Day 1 | 09:30 – 11:00 | Induction |
| <i>Tue 23 April</i> | 11:00 – 17:00 | Understanding Leadership |
| Day 2 | 09:30 – 16:30 | Leading & Motivating Effectively |
| <i>Wed 24 April</i> | 16:30 – 17:30 | Tutorial support |
| Day 3 | 09:30 – 16:30 | Solving Problems & Making Decisions |
| <i>Thu 16 May</i> | 16:30 – 17:30 | Tutorial support |
| Day 4 | 09:30 – 13:00 | Organising & Delegating |
| <i>Thu 13 June</i> | 14:00 – 17:00 | Developing Yourself & Others |
| Day 5 | 09:30 – 16:30 | Training in the Workplace |
| <i>Tue 9 July</i> | 16:30 – 17:30 | Tutorial support |
| Day 6 | 09:30 – 17:00 | Coaching in the Workplace |
| <i>Wed 10 July</i> | | |
| Day 7 | 09:30 – 16:30 | Managing Workplace Projects |
| <i>Wed 4 September</i> | 16:30 – 17:30 | Tutorial support |
| Day 8 | 09:30 – 17:00 | Costs & Budgets in an Organisation |
| <i>Thu 5 September</i> | | |
| Day 9 | 09:30 – 13:00 | Stress Management in the Workplace |
| <i>Tue 1 October</i> | 14:00 – 15:00 | Tutorial support & assessment review |

In addition to the tutorial hours shown on this schedule, additional time will be scheduled by arrangement individually.

Unit Content Outline

Solving Problems & Making Decisions

- Describe a problem, its nature, scope & impact
- Gather & interpret information to solve a problem
- Evaluate options to make a decision
- Plan, monitor & review the implementation & communication of decisions

Understanding Leadership

- Understand leadership styles
- Understand leadership qualities & review own leadership qualities & potential

Developing Yourself & Others

- Identify development needs
- Develop self & others to achieve organisational objectives

Understanding Stress Management in the Workplace

- Manage stress in the workplace
- Support individuals in the team & minimise stress in others

Understanding Coaching & Training in the Workplace

- How to provide training appropriate to the workplace
- How to coach an individual in an organisation

Understanding Organising & Delegating in the Workplace

- How to organise people to achieve objectives
- How to delegate to achieve workplace objectives

Managing Workplace Projects

- How to manage a simple workplace project
- Financial & non-financial implications of a workplace project

Understanding Costs & Budgets in an Organisation

- Understand budgets within an organisation
- Understand costs within an organisation

Leading & Motivating a Team Effectively

- Communicate the organisation's vision & strategy to the team
- Motivate & develop the team
- Leading Change

Privacy Statement

TLC Business Solutions Ltd takes your privacy seriously. We collect personal information for the purposes of administering and promoting our business and to provide services requested. We will only collect the information necessary for these purposes, and we will keep it only as long as it is necessary for these purposes. If you make a booking on behalf of others and you share their information with us, we will apply the same standards to their information.

We will only share personal information as follows:

- With organisations who are our clients, and only then about the progress of people with whom we are working on the organisation's behalf.
- With ILM when a delegate is registered for a programme accredited by them.

If you do not want us to contact you for marketing purposes, if you have any questions or concerns about our use of your information, or if you wish to exercise any of your rights under data protection law including the right to object, please tell us: phone: +44 (0)1624 664789 or email: info@tlc.co.im. You can find our full privacy policy at www.tlc.co.im

APPLICATION FORM – Level 3 April 2024 (It is important that you complete all fields)

Mr/Miss/Ms/Mrs (please delete as appropriate)

First Name: **Surname:**

Date of Birth: **Place of Birth:**

| | | | | | | |
|--|----------------------------|--------------------------|-------------------|--------------------------|-----------------|--------------------------|
| Ethnic origin | White | <input type="checkbox"/> | Black – Caribbean | <input type="checkbox"/> | Black – African | <input type="checkbox"/> |
| | Black – Other Black groups | <input type="checkbox"/> | Indian | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| | Bangladeshi | <input type="checkbox"/> | Chinese | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Do you consider that you have a disability? | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | | |

We collect information about sex, ethnic origin and disability in order to monitor and evidence diversity as recommended by ILM as part of our accreditation, and this may be shared with ILM. They keep this data as anonymised statistics, but we keep it associated with your other information. Date of birth is required in order to register for a qualification, and we can't register you without it. If you consent to this, please tick to confirm ☐

Correspondence Address:
.....

Position within Company:

Company:

Company Address:
.....

E-mail Address:

Work Telephone: **Work Fax:**

Training Manager:

Training Manager's e-mail address:

FEES

By authorizing this form, you undertake to pay the fee of £1,695 + VAT to TLC Business Solutions. If you are eligible to receive a grant from the Department of Education, Sport & Culture you may be able to reclaim 30% of the total cost (£508) on completing the programme.

CANCELLATION AND REFUND POLICY;

| | |
|---|-----------------------|
| Courses cancelled 28 days or more in advance | No charge/Full refund |
| Courses cancelled 27 - 7 days in advance | 50% charge/refund |
| Courses cancelled less than 7 days in advance | Full charge/No refund |

CHANGE OF DATE, VENUE OR TUTOR

TLC Business Solutions reserves the right to change course dates, venues and tutors in exceptional circumstances. We will of course advise you of any change as early as possible.

Authorised by..... Position

Print Name: Date

PLEASE POST COMPLETED FORM TO:

**TLC Business Solutions
Global House
Station Road
Ballasalla
Isle of Man IM9 2AE**