

LEVEL 3 DIPLOMA IN MANAGEMENT

Awarded by the Institute of Leadership & Management, this professional qualification will develop your skills in a variety of areas to give you confidence in leading your team across the spectrum of management challenges.

This blended learning course offers a combination of online and study days allowing for home study with regular tutorial support and college-based lectures on key topics.

You will gain a range of key management skills and build on your leadership capabilities by learning how to motivate and engage teams and confidently manage relationships.

Entry Requirements

There are no formal academic entry requirements to undertake this programme. We welcome applications from both those who are working in a supervisory/leadership role and those who are looking to gain this qualification to progress into such a role, and those who are establishing their own business and need to develop their management skills. You are required to complete written assessments and you must have competent literacy skills to ensure that you are able to fulfil this requirement.

Course Structure

In order to achieve the Diploma you will need to achieve 55 credits. You will need to complete the following units:

Unit Title:

- Manage Personal and Professional Development
- Manage Team Performance
- Principles of Leadership and Management
- Principles of People Management
- Principles of Business
- Managing Business Risks
- Implementing Change
- Recruitment, Selection and Induction Practices
- Customer services and quality monitoring

Mode of Attendance

Your learning will be a combination of online material and classroom sessions augmented by self directed research and study. Attendance is mandatory to meet the awarding body's guided learning requirements. You will be advised during your induction of the dates of all study days.

Assessment

You will be assessed by an ILM written assignment for each unit, written questions, reflective reviews and learning logs

Resources

As a student on this programme you will receive free studying membership with the ILM which will give you access to a range of invaluable tools and resources. Studying memberships lasts for the length of your programme or a minimum of six months.

Free resources include:

- Learning Zone: an online toolkit with access to hundreds of management e-learning materials
- Resource centre: browse and download thousands of management books and magazines
- Business book summaries: overviews of more than 700 top business books
- Edge online: the latest management news and exclusive articles direct to your inbox
- Networking and events: specialist management events held across the UK and Ireland

Course tutor

You will also have a tutor who will provide you with additional support and guidance to complete your assessment tasks. Your tutor will be the first point of contact should you have any issues regarding your course.

Progression

After completing this qualification, you may wish to progress onto the Level 5 Diploma in Leadership & Management programme which will prepare you for senior management positions, it can also give you exemptions on a undergraduate degree programme with our partner Universities should you want to attain a degree.

If you are not currently working in a leadership role and this is something you aspire to, this qualification will be looked on favourably when applying for managerial or supervisory positions. ILM qualifications are highly respected by organisations and employers and are seen as confirmation that you have the necessary skills to lead/manage in a range of sectors.