



The People Development Team (PDT) is one of the UK's leading providers of Institute of Leadership & Management (ILM) accredited leadership and management programmes.

All our training and development programmes are customised to fit in with your organisational needs, competency frameworks and corporate culture using the ILM's highly flexible, modular format.

The benefits are exceptional. Employers have reported improved productivity, increased motivation and staff retention whilst the individuals achieve an internationally recognised management qualification.

PDT is committed to maximising learner engagement. We do this by working in partnership with you to deliver relevant, effective and results-driven development programmes.

ILM Level 5 Qualifications

These programmes aim to give practising or potential middle managers the foundation for their formal development in the role. They are designed to challenge the middle manager to develop themselves, helping them gain the skills and develop techniques to perform in the role.

The ILM Level 5 Award in Management

Delegates will be required to commit to analysing their performance, their organisation and the required outcomes for them to succeed in the role.

The ILM Level 5 Certificate in Management

This programme is a more intense, in-depth study of management and broadens the skills and knowledge of the practising manager in a flexible and practical way. It will require greater financial understand as well as a greater level of commitment.

The ILM Level 5 Diploma in Management

This programme aims to give practising managers the widest choice for their formal development in the role. The programme is far more in-depth and requires a strong level of commitment from the individual delegate. This programme is more suited to the practising manager due to the more challenging demands of the programme.

The table below outlines each programme structure, whilst the table overleaf lists the mandatory and optional modules. Using this flexible module choice system, we can design a programme that will meet your organisation's needs.

** Note: All references to credit value refer to an ILM notional credit rating, pending the introduction of the English Qualification and Credit Framework which will ratify/revise these ratings. One credit is equivalent to a nominal ten hours of learning time.*

GLH = Guided Learning Hours.

	Level 5 Award in First Line Management	Level 5 Certificate in First Line Management	Level 5 Diploma in First Line Management
Notional credit value*	Minimum 10 credits	Minimum 30 credits	Minimum 45 credits
Guided learning	Minimum 45 hours	Minimum 150 hours	Minimum 220 hours
Duration	Completion within one year	Completion within two years	Completion within three years
Structure	<ul style="list-style-type: none"> • Induction: one hour • Tutorial support: at least two hours • One mandatory unit with a credit value of 4 • Optional units with a total minimum credit value of 6 	<ul style="list-style-type: none"> • Induction: two hours • Tutorial support: at least four hours • Four mandatory units with a combined credit value of 14 • Optional units with a total minimum credit value of 16 	<ul style="list-style-type: none"> • Induction: two hours • Tutorial support: at least seven hours • Six mandatory units with a combined credit value of 23 • Optional units with a total minimum credit value of 22
Assessment – mandatory units	Work-based assignment	Work-based Assignment, plus Improvement Report	Work-based Assignment, plus Improvement Report, plus Innovation Report
Assessment – optional units	Depending on the units selected a choice of: work-based assignments, reflective reviews, knowledge reviews, oral presentations, role-play/ scenarios, written reports or tailor-made alternatives.		
Entry requirements	There are no formal entry requirements but participants will normally be middle managers with responsibility for allocating resources and some autonomy within defined boundaries, reflected in financial accountability for their area of activity.		



Ref	Unit Title	NCV	Mandatory
M4.01	Understanding the management role	4	A C D
M4.02	Developing management skills	4	
M5.01	Developing the reflective manager	4	C D
M5.02	Managing improvement	3	C D
M5.03	Making a financial case	3	C D
M5.04	Developing the manager as a critical thinker	4	D
M5.05	Leading innovation and change	5	D
M5.06	Becoming an effective leader	5	
M5.07	Managing individual development	4	
M5.08	Managing stress and conflict in the organisation	3	
M5.09	Communication in management	4	
M5.10	Understanding the organisational environment	5	
M5.11	Understanding organisational culture and ethics	3	
M5.12	Managing customer relations	3	
M5.13	Managing for efficiency and effectiveness	4	
M5.14	Understanding financial management	2	
M5.15	Managing projects in the organisation	4	
M5.16	Managing a healthy and safe environment	2	
M5.17	Managing resources	4	
M5.18	Managing information	4	
M5.19	Managing meetings	3	
M5.20	Managing recruitment	5	
M5.21	Managing marketing	3	
M5.22	Conducting work analysis	2	
M5.23	Analysing and interpreting statistics to inform management decisions	2	
M5.24	Conducting operations research	2	
M5.25	Analysing and presenting data to inform management decisions	2	
M5.26	Managing facilities	2	
M5.27	Making professional presentations	2	
M5.28	Leading teams	4	