



# ILM LEVEL 3 AWARD IN EFFECTIVE MANAGEMENT

ILM/L3AIEM/V2/0211



## Introducing the qualification

The ILM Level 3 Award in Effective Management is a completely flexible qualification, suitable for all practicing and aspiring managers looking to develop general or career-specific management skills. You can select from over 45 optional units to build a tailor-made qualification that meets your individual requirements, or those of your employer.

The large range of optional units cover broad management skills and knowledge such as team building, managing projects and working with costs and budgets or more specialised areas such as site waste management or incident management and disaster recovery.

Each unit is assigned a credit value and to complete this award you must choose a combination of units totalling between 5 and 12 credits.

### Progression

As you progress in your career there are a number of ILM qualifications that can help you in your new role, recognise your knowledge and achievements or prepare you for your next move. On completion of this award you can progress to a number of ILM qualifications including:

- ILM Level 3 Certificate or Diploma in First Line Management
- ILM Level 4 Award in Management
- ILM Level 5 Award, Certificate or Diploma in Management

## Qualification overview

ILM Level 3 Award in Effective Management	
<b>Credit value</b>	<ul style="list-style-type: none"><li>• Minimum of 5 credits, up to</li><li>• Maximum 12 credits</li></ul>
<b>Guided learning</b>	<ul style="list-style-type: none"><li>• Minimum of 15 hours</li></ul>
<b>Duration</b>	<ul style="list-style-type: none"><li>• Completion within three years</li></ul>
<b>Structure</b>	This qualification has no mandatory units and candidates can choose any number and combination of the optional units in order to achieve the required number of credits.
<b>Assessment</b>	<ul style="list-style-type: none"><li>• A mixture of work based assignments, reflective reviews and centre devised alternatives</li></ul>
<b>Entry requirements</b>	There are no formal entry requirements, but learners must be in a position to meet the assessment demands – ideally using their workplace as the basis for assignments.

**Please note** these ILM Vocationally Related Qualifications (VRQs) are part of the Qualifications and Credit Framework (QCF), applicable in England, Wales and Northern Ireland, providing successful candidates with transferable qualification credit.



# ILM LEVEL 3 AWARD IN EFFECTIVE MANAGEMENT

## Overview of units

Ref	Unit title	CV*
M3.02	Understanding change in the workplace	2
M3.03	Planning change in the workplace	2
M3.04	Achieving objectives through time management	1
M3.05	Writing for business	1
M3.06	Managing creativity and innovation in the workplace	1
M3.07	Obtaining information for effective management	2
M3.08	Managing customer service	1
M3.09	Giving briefings and making presentations in the workplace	1
M3.10	Introduction to leadership	2
M3.11	Building the team	1
M3.12	Motivating to perform in the workplace	2
M3.13	Developing yourself and others	2
M3.14	Managing conflict in the workplace	1
M3.15	Managing stress in the workplace	1
M3.16	Managing the employment relationship	2
M3.17	Recruiting, selecting and inducting new staff in the workplace	3
M3.18	Coaching and training your work team	2
M3.19	Providing quality to customers	2
M3.20	Planning to work efficiently	2
M3.21	Organising and delegating	1
M3.22	Managing projects	2
M3.23	Managing health and safety at work	3
M3.24	Understanding organisations in their context	2
M3.25	Understanding culture and ethics in organisations	2
M3.26	Managing performance	1
M3.27	Working with costs and budgets	1
M3.28	Managing the efficient use of materials	1
M3.29	Managing the effective use of equipment	1
M3.30	Understanding the communication process in the workplace	1
M3.31	Influencing others at work	1
M3.32	Communicating one-to-one at work	1
M3.33	Effective meetings for managers	2
M3.34	Understanding workplace information systems	1
M3.35	Marketing for managers	1
M3.36	Leading a team effectively	2
M3.38	Introduction to managing and maintaining property and assets	3
M3.39	Introduction to the effective management of space within own organisation	3
M3.40	Understanding support services operations	3
M3.41	Managing sustainability and environmental issues	3
M3.42	Managing utility services and energy efficiency in the workplace	2
M3.43	Understanding procurement and supplier management in the workplace	2
M3.44	Understanding facilities management within the context of an organisation	4
M3.45	Managing and developing relationships in the workplace	2
M3.46	Managing contracts and contractors in the workplace	2
M3.47	Delivering service in the workplace	2
M3.48	Understanding incident management and disaster recovery in the workplace	2
M3.49	Understanding security measures in the workplace	2
M3.51	Understanding advanced site waste management	1
M3.52	Writing a site waste management plan	5
M3.53	Implementing a site waste management plan	6

\* Credit value

## Learning resources

There is a range of materials available to support ILM qualifications, for full details browse online at [www.i-l-m.com/shop](http://www.i-l-m.com/shop).

The following are suitable for the ILM Level 3 Award in Effective Management:

- **Super Series.** ILM's best selling text-based open learning material, providing a direct match to the Level 3 First Line Management units (M3.01 to M3.35)
- **Unit Assessments.** These ready-to-use assessments, available at all levels, complete with mark sheets are available for purchase or download
- **Online tools** to measure leadership style or management toughness – developed by industry leaders, AQR Ltd, these have proved to be invaluable resources for a wide range of the units for this Award.

## ILM membership

All learners can gain free development support for six months with our Trial Membership package. ILM membership brings access to a wide range of online resources, news and information that have been specially selected to support management learning and development. It's the idea way to help learners get the most from their ILM programme and support their management career.

Learners can simply visit [www.i-l-m.com/activate](http://www.i-l-m.com/activate) and start their free Trial Membership anytime.

## Contact ILM

The ILM Qualification and Membership teams are dedicated to providing the very best in customer care. If you need guidance on any aspect of leadership and management development, whether at an individual or organisational level, contact ILM.

For information on any aspect of ILM qualifications and learning resources contact **01543 266867** or email **customer@i-l-m.com**

For information on ILM membership contact **01543 266886** or email **membership@i-l-m.com**

[www.i-l-m.com](http://www.i-l-m.com)