

Welsh Government Funded:

# ILM Leadership & Management

Level 4 & 5 Diploma  
Education Professionals



# Take advantage of this **Welsh Government funded** Leadership & Management Qualification

The level 4 & 5 Diploma is a Higher Apprenticeship programme that aims to develop your management and leadership skills and techniques through a mixed assessment method, providing you with a qualification that is highly valued within education and internationally recognised across all sectors of industry.

## Who is this course for?

The course is designed for all aspiring and current middle leaders; whether you are just starting out on your route towards middle management or are an experienced middle leader seeking to progress on to a more senior role.

## Enrolment Process

- Completion of application form
- Online Portal Leader Index self assessment
- Literacy, numeracy and digital literacy skills assessment session
- Induction session arranged with your designated assessor around your availability, introducing course content, course tools plus support with your first modules

## How is the qualification assessed?

A mixed method assessment approach is used to differentiate for the needs of each individual. This includes online assessments; recorded discussions; VIVA and documented evidence supported by an e-portfolio.

## How is the qualification delivered?

Portal has developed a completely unique delivery model to fit around the demanding work schedules of staff within the education sector. You will be provided with all of the resources, templates and tools you need via our online Moodle platform and will be supported by a Management Assessor through both face-to-face meetings and Blackboard web-conference sessions, to ensure delivery and support is fully flexible and personalised to suit your individual needs.



### Course Duration

Up to 18 months

*Please note that this course does not always follow an academic year.*



### Cost

No cost to the school

Funded by the Welsh Gov: £4,000 - 5,000

## National Occupational Standards for Management



Source: M&L (NOS 2008)

## Welsh medium delivery information

As a proud bi-lingual company, we are also able to offer Welsh delivery. All resources produced by Portal are available through the medium of Welsh, however websites and published reading materials are only available through the medium of English, where a Welsh equivalent does not exist. Full support from a Welsh medium assessor would also be available.

# Qualification Content Overview

ILM Combined NVQ-VRQ Diploma in Management & Leadership

## Level 4

<b>Develop &amp; Implement an Operational Plan</b>	<b>NVQ</b>
Developing Critical Thinking	VRQ
Managing & Implementing Change in the Workplace	VRQ
Managing Improvement	VRQ
<b>Provide Leadership &amp; Management</b>	<b>NVQ</b>
Understanding the Management Role to Improve Management Performance	VRQ
Managing Stress & Conflict in the Organisation	VRQ
<b>Develop Working Relationships with Stakeholders</b>	<b>NVQ</b>
Understanding & Developing Relationships in the Workplace	VRQ
<b>Manage Personal &amp; Professional Development</b>	<b>NVQ</b>
Managing Personal Development	VRQ

+ Min 6 optional NVQ units - Suggested optional units:

Encourage Learning and Development	NVQ
Initiate and Implement Operational Change	NVQ
Manage a Project	NVQ
Manage Business Risk	NVQ
Encourage Innovation	NVQ
Develop and Manage Collaborative Relationships with Other Organisations	NVQ
Manage Conflict in a Team	NVQ
Contribute to the Development of a Strategic Plan	NVQ

<b>Essential Skills Level 2 or 3 AON, Communication &amp; Digital Literacy</b>
Method of Assessment: Controlled tasks and test
<b>Employee's Rights and Responsibilities</b>
Method of Assessment: Completion of a booklet

## Level 5

<b>Managing Strategic Change</b>	<b>NVQ</b>
Developing Critical Thinking	VRQ
Leading Innovation & Change	VRQ
Managing Improvement	VRQ
<b>Develop Business Process</b>	<b>NVQ</b>
Making a Financial Case	VRQ
<b>Contribute to the Development of a Strategic Plan</b>	<b>NVQ</b>
<b>Provide Leadership &amp; Management</b>	<b>NVQ</b>
Understanding the Management Role to Improve Management Performance	VRQ
Managing Stress & Conflict	VRQ
Managing Own Continued Professional Development	VRQ

+ Min 6 optional NVQ units - Suggested optional units:

Establish Business Risk Management Processes	NVQ
Develop Working Relations with Stakeholders	NVQ
Manage a Project	NVQ
Manage Business Risk	NVQ
Lead the Development of a Quality Strategy	NVQ
Lead the Development of a Continuous Improvement Strategy	NVQ

<b>Essential Skills Level 2 or 3 AON, Communication &amp; Digital Literacy</b>
Method of Assessment: Controlled tasks and test
<b>Employee's Rights and Responsibilities</b>
Method of Assessment: Completion of a booklet

## Learner Benefits

- Enhance your understanding of specific leadership & management techniques to improve your practice and enhance school performance
- Gain formal accreditation for skills you are already showing competence in, whilst developing new skills and gaining experience of leadership and management in relation to your school role
- Enhance your CV for competitive advantage in the jobs market with a recognised leadership & management qualification that is transferable across multiple professions
- Flexible learning approach, working around you and your commitments

## School Benefits

- A high quality CPD opportunity at no cost to the school
- A training programme that does not take teachers out of the classroom
- Develops the management and leadership skills of your staff
- Encourages strategic thinking which contributes to school improvement
- A valuable personal development tool for staff who are looking for the next step in their career

"It has been hugely beneficial to see the connections made between leadership theory and practice.

The course has improved my confidence and competence in a range of management techniques which recently enabled me to negotiate and manage a financial bid for the school."

**Sarah Dunn - High Cross Primary, Newport**

"ILM changed the way I manage teams and how I deal with and implement change across the school. I have also been able to successfully gain a TLR post as a result of undertaking the course."

**Nikki Hagerty - Coed y Dderwen Primary, Merthyr**

"Staff are using their own experiences and can see how the programme is underpinning their leadership in school. Our experience of working with Portal has been excellent and staff would recommend the course, so it's definitely something we'll be offering again."

**Hilary Jones  
St Cyres, Cardiff**

## Next Steps

To request more information or to schedule an information session with one of our advisors please get in touch with one of our Relations Managers:

**Sarah Evans**

Mobile: 07713 287957

sarah.evans@portaltraining.co.uk

**Vicki Woods**

Mobile: 07508 994992

victoria.woods@portaltraining.co.uk

Office: [info@portaltraining.co.uk](mailto:info@portaltraining.co.uk) | 02920 474 060 | [www.portaltraining.co.uk](http://www.portaltraining.co.uk)