

ILM LEVEL 4 S/NVQ IN MANAGEMENT



ILM/L4SNVQM/0508

Introducing the qualification

The ILM Level 4 S/NVQ in Management has been specifically designed for middle managers with a wide span of control and accountability for performance, who are responsible for determining resource allocation and operational methods in their department or organisation.

Participants complete a total of eight units – five mandatory and three optional. The mandatory units cover: developing and implementing operational plans, encouraging innovation, developing productive working relationships, ensuring health and safety requirements are met and managing the business process. The wide range of optional units, from recruitment to change management, ensures a high level of flexibility to meet the needs of participants and employers across all employment sectors.

Qualification overview		
	Level 4 S/NVQ in Management	
Duration	There are no fixed periods for completing an ILM S/NVQ however most participants take between six months and one year	
Structure	Five mandatory unitsThree optional units	
Assessment	Assessment of all Management S/NVQs is through submission of evidence, normally a portfolio and/or professional discussion, to demonstrate that the requirements are met at the relevant standard	
Entry requirements	There are no formal educational requirements but participants will undertake an initial assessment to determine the appropriate S/NVQ Level and optional units. Participants should normally be employed	
	in a middle management role; those who are not currently in employment may be able to join the qualification if they are able to gather evidence of recent middle management experience in a paid	
	or voluntary capacity	

Please note all ILM National Vocational Qualifications (NVQs) are part of the National Qualifications Framework (NQF) in England, Wales and Northern Ireland.



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Overview of units

Ref	Unit title Mandate	ory/optiona
B1	Develop and implement operational plans for your area of	M
٥.	responsibility	
C2	Encourage innovation in your area of responsibility	М
D2	Develop productive working relationships with colleagues	М
	and stakeholders	
E6	Ensure health and safety requirements are met in your area	M
	of responsibility	
F3	Manage business process	M
A2	Manage your own resources and professional development	0
A3	Develop your personal networks	0
В6	Provide leadership in your area of responsibility	0
B8	Ensure compliance with legal, regulatory, ethical, and social	0
	requirements	
B11	Promote equality of opportunity and diversity in your area	0
	of responsibility	
C4	Lead change	0
C5	Plan change	0
C6	Implement change	0
D3	Recruit, select and keep colleagues	0
D6	Allocate and monitor the progress and quality of work in	0
	your area of responsibility	
D7	Provide learning opportunities for colleagues	0
D10	Reduce and manage conflict in your team	0
D11	Lead meetings	0
E2	Manage finance for your area of responsibility	0
E8	Manage physical resources	0
E9	Manage the environmental impact of your work	0
E10	Take effective decisions	0
F1	Manage a project	0
F2	Manage a programme of complementary projects	0
F8	Work with others to improve customer service	0
F9	Build your organisation's understanding of its market and	0
E4.4	customers	0
F11	Manage the achievement of customer satisfaction	0

Learning resources

ILM offers learning providers a range of support materials for the ILM Level 4 S/NVQ in Management:

• National Occupational Standards and Evidence Requirements Level 4 S/NVQ in Management. This user-friendly book contains qualification information and guidance on unit choice, individual unit specifications and evidence requirements, guidance on assessment, portfolio preparation and sample documentation

ILM membership

All learners gain free studying membership of ILM for one year. Designed to help candidates get the most from their course and advance their management career, studying membership gives access to a wide range of specialist support and development materials and services. Once registered, candidates can activate their ILM studying membership online at www.i-l-m.com/activate. At any time candidates can upgrade to become a full ILM professional member – giving an additional range of membership services and the use of post nominal letters (e.g. AlnstLM).

Candidates must complete the mandatory units for their qualification, marked M, then chose from the remaining units, marked O, to complete the qualification – please check with your centre for further advice.

|Contact ILM www.i-l-m.com

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 e-mail **customer@i-l-m.com**

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

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