



Institute of Leadership and Management (ILM)

Level 3 Qualifications



V 10912.46

These qualifications are particularly appropriate to **first line managers** who are developing their management potential, their understanding of the FM industry and their ability to use this knowledge to develop their career direction.

No previous knowledge is required to join the programme. Knowledge from the tuition will be relevant to the FM industry up to date and will be applicable to the workplace. Tuition sessions are highly interactive.

Subject Choices	Credit Value	Award	Certificate	Diploma *
Understanding FM within the context of an organisation	4	✓ M	✓ M	✓ M
Delivering service in the workplace	2	✓ X	✓ M	✓ M
Managing and developing relationships in the workplace	2	✓ X	✓ M	✓ M
Understanding procurement and supplier management in the workplace	2	✓	✓	✓
Introduction to managing and maintaining property and assets	3	✓	✓	✓ M
Managing health and safety at work	3	✓ M	✓ M	✓ M
Managing sustainability and the environmental issues	3		✓	✓
Managing utility services and energy efficiency in the workplace	2		✓	✓
Understanding incident management and disaster recovery in the workplace	2		✓	✓
Understanding security measures in the workplace	2		✓ X	✓
Introduction to leadership and management	2			✓ M
Building the team	1			✓
Solving problems and making decisions	2			✓ M
Introduction to the effective management of space within own organisation	3			✓
Developing yourself and others	2			✓ M
Motivating to perform in the workplace	2			✓
Number of credits required to achieve qualification: M = mandatory + choice from others (except from yellow boxes marked 'X') to achieve the indicated total value		7 (M) + 5 = 12 in total	11 (M) + 12 = 23 in total	20 (M) + 17 = 37 in total
Number of tuition days learners will attend		5	7	10

Learners will attend all sessions as ticked (✓) for the chosen qualification, but will be assessed on the chosen assessment units to achieve their intended qualification and to achieve each, learners must achieve the credit values as indicated. Assessment is via a series of written assignments which are issued at the end of each training session. We provide full learner support for the assessments. Assessment not available where indicated by yellow box and cross.

* Diploma qualification is **only** available to corporate clients and/or group bookings.

Course Information:

Full course information, including course content and learning outcomes can be found in our full course information booklet which can be downloaded from our web site.

The booklet also includes information regarding course dates, prices, the Newbury venue and other arrangements.

For All Enquiries:

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