

## **ILM Team Leader Level 3**

### **ILM Team Leader/Supervisor - Level 3** **Level 3 - Equivalent to A levels at grades A to E** **Typical length 12 months**

The ILM qualification is ran like an apprenticeship, you will be using an e-portfolio and gathering evidence. Most of the work you are already doing in your daily job will account for part of the qualification this together with project work will amount to 2/3 hours a week. This course will take you approximately 12 months to complete. You will be assigned an assessor who will visit you to ensure progress and carry out assessments. All work will be completed on site. To successfully complete the ILM Level 3 you will need to complete the On-Programme and the End Point assessment.

#### **What apprentices will learn**

- Team management principles - including team dynamics, motivation and managing resources and workloads
- Leadership techniques - including coaching, decision making, role modelling and managing change
- Performance management - including absence management, conducting appraisals, setting goals and objectives
- Relationship management - including negotiation and networking skills and customer and stakeholder management
- Communications - including active listening, chairing meetings, presentation and digital, verbal and written communication skills
- Human resources (HR) and legal requirements - including equality, diversity and inclusion
- Operational and project management - including planning and prioritisation, collecting, analysing and using data and risk management
- Financial management - including controlling budgets, delivering value for money and governance and compliance

#### **Delivery**

This qualification is delivered in the workplace. The learner gains the knowledge, skills and experience for managing teams and projects to meet the organisation's goals. The apprenticeship training is tailored to the needs of the individual employer and is delivered by highly qualified and technically competent training advisers. The programme is a blended combination of on the job tuition plus off the job master classes, workshops, e-learning content and professional discussions. Additional training may be included such as short courses in mentoring, speaking and listening skills or giving presentations as appropriate.

Before taking their end-point assessment apprentices must achieve level 2 English and maths (equivalent to GCSEs at grades A\* to C)

Once completing the course you will be a member of the Institute of Leadership and Management. You will have access to the ILM toolkit which has 1000's of resources to assist you. The qualification will also give you the confidence and the knowledge to deal with difficult situations.

### **Costs**

The government is contributing 95% towards the funding of the qualification, the other 5% will need to be paid by the employer. This amount to £225+VAT this can be paid in one off payment or it can be paid in instalments

### **To Enquire**

If you would like to enquire please either call Julie on 01527 557407 or email [julie@insightsol.co.uk](mailto:julie@insightsol.co.uk), please complete the information below and return it back to us. We will check your eligibility and whether we have an assessor in your local area.

Name

Address

Postcode

Date of birth

Contact Information (email and telephone)

Employer name & address

Line Manager name & contact information

Highest attainment

Highest attainment in English and maths

Confirm that you have a 30 hour contract or more

### **Professional registration**

Apprentices will be able to register as full members of the Chartered Management Institute (CMI) and Institute of Leadership and Management (ILM).

Apprentices with 3 years management experience will be able to apply for chartered manager status through the CMI.