

# Deep Dive

**ILM Level 3 Diploma  
for Team Leaders (8411)  
&  
ILM Level 5 Diploma  
for Operational Leaders and  
Managers (8421)**

**March 2022**

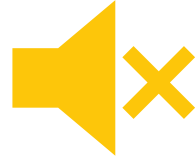


# Housekeeping



## This session is being recorded

The session is being recorded, which will be sent to all attendees after the webinar.



## Everyone is on mute

Everyone is on mute



## Questions

Please add your questions into the question function on the control panel. Will we endeavour to answer all questions.



## Slides

The slides will be sent to all attendees alongside the recording after the webinar



## If the session cuts off

Please use the original webinar link to gain access back into the session. To join over the telephone, select "Phone Call" in the Audio pane and the dial-in information will be displayed

# Speakers

**Joseph Ballantine**  
ILM Industry Manager



**Karen Egan**  
ILM Technical Advisor



**Giusy Poliseo**  
Development Manager



**Gill Harper**  
Development Manager



# Agenda

- **Our new Suite**
- **Tour of the Qualification Handbook**
- **Assessment Strategy**
- **Approval**
- **Support**
- **Questions**



# New Suite of Qualifications

**Level 3  
Diploma for  
Team Leaders**

[Webpage](#)

**Level 5  
Diploma for  
Operational  
Leaders and  
Managers**

[Webpage](#)

**Level 7  
Diploma for  
Senior Leaders**

[Webpage](#)

# Now live for registrations! L3 Diploma for Team Leaders and L5 Diploma for Operational Leaders and Managers

Level 3 Team  
Leader and Level 5  
Operations/  
Departmental  
Manager Standards

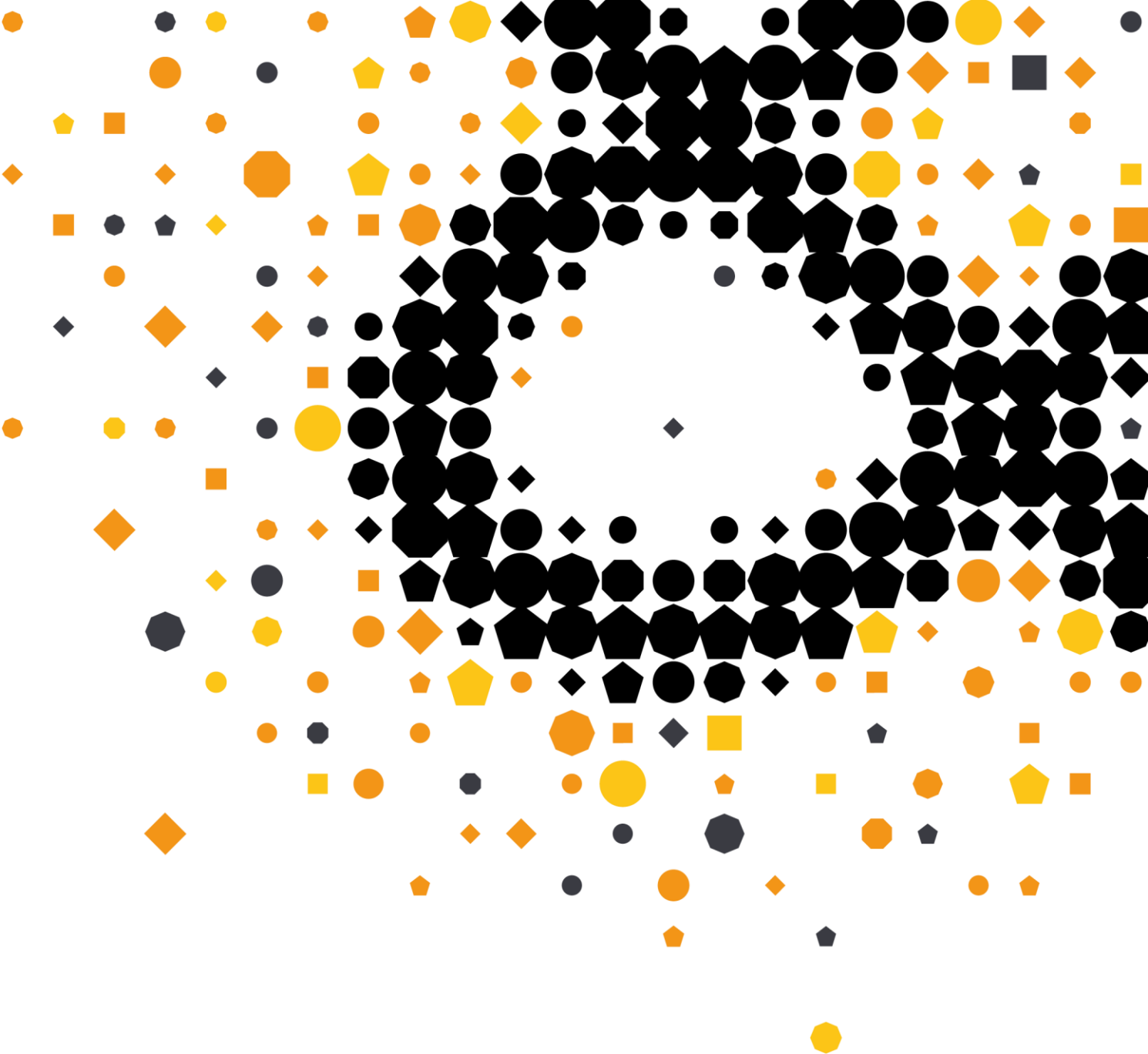
100% KSBs & Pass  
Grading Descriptors

Stand-alone  
Qualification

Stand-alone  
Units



# Questions

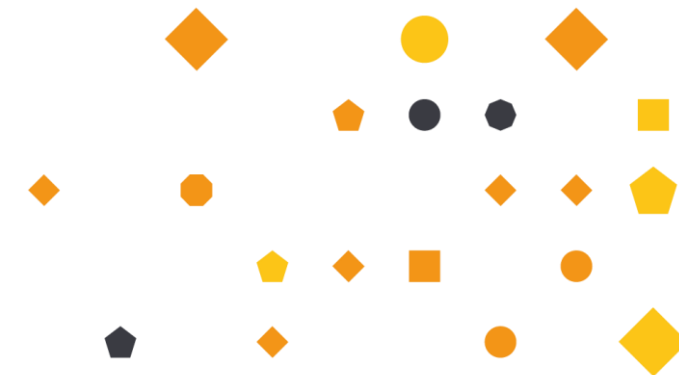
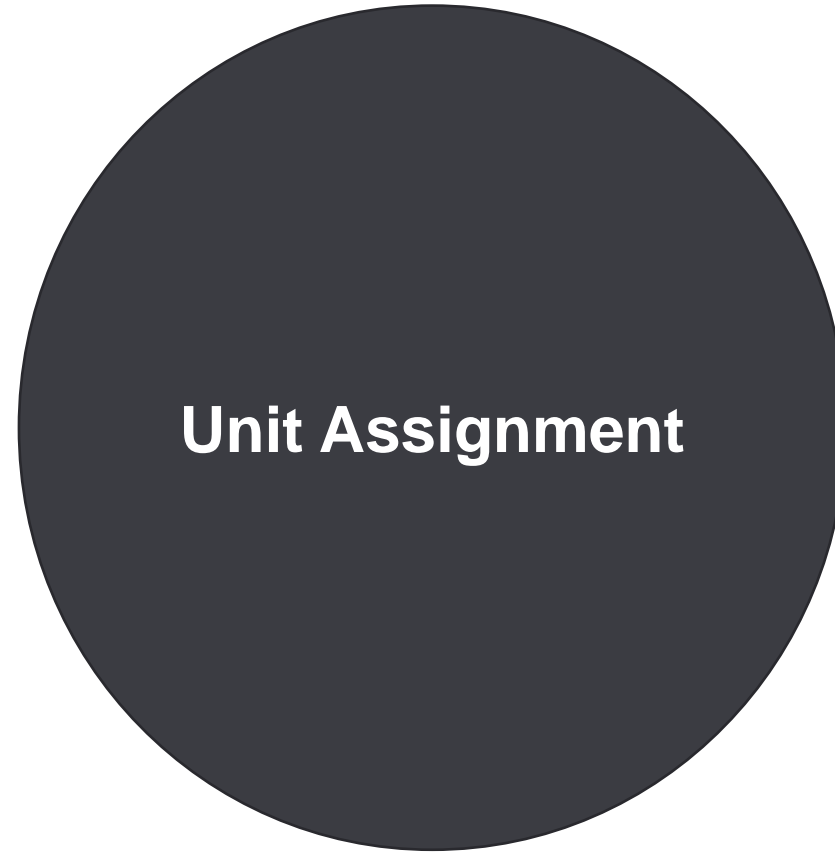


# Assessment Strategy





# Assessment Strategy



# Portfolio



## Types of Evidence

Types of evidence could be:

- Work products, such as:
  - Performance reviews.
  - Project plans and documentation.
  - Reports.
  - Minutes of meetings.
  - Demonstrations.
  - Presentations.
  - Research projects.



# Unit Assignments

## Assignment: 320 Team Development and Resource Management

**Aim:** In relation to your current Team Leader/Supervisor role and duties you will explain your knowledge of how to effectively support and develop individuals and teams in achieving objectives and improving performance. You will also effectively manage resources and change.

All Assessment Criteria and Assessment Requirements must be met and utilised to structure your assignment, supported by work-product evidence. (Refer to the Units or Results Sheets for Assessment Requirements (Sufficiency)).

It is recommended that you discuss the assignment with your line manager to explore and agree how the task could be used to support the needs of your employer (as well as evidencing your learning as part of completing your ILM qualification).

Evidence of skills applied in real-work situations is required.

Typical word counts and timings are provided. Where assessment methods are combined the recommended word counts and timings should be adjusted proportionately:

- Written Assignments: word count 2,250 +/- 10%, plus relevant Appendices/Annexes. At Level 3 there is an expectation that you write concisely.
- Presentations: must be recorded, limited to 20 minutes, and accompanied by slides and speaker notes.
- Professional Discussions: must be recorded, limited to 20 minutes, and accompanied by a summary of timestamps of where criteria are met.

### Assignment Task

#### Learning Outcome 1

**The learner will be able to understand leadership styles and how to facilitate cross team working to support the delivery of organisational objectives.**

You are asked to explain two leadership styles. Your answer should include:

- the potential strengths and weaknesses of the leadership styles
- three ways each leadership style could be used to improve performance. (AC1.1)

You are asked to explain three ways that you could facilitate cross team working in an organisation. (AC1.2)

## Assignment: 520 Personal & Professional Development

**Aim:** In relation to your current Operations/Departmental Manager role and duties you will develop a personal development plan based on your preferred learning and behavioural styles and reflect on the impact of your performance on others. You will act as a role model of your organisation's values.

All Assessment Criteria and Assessment Requirements must be met and utilised to structure your assignment, supported by work-product evidence. (Refer to the Units or Results Sheets for Assessment Requirements (Sufficiency)).

It is recommended that you discuss the assignment with your line manager to explore and agree how the task could be used to support the needs of your employer (as well as evidencing your learning as part of completing your ILM qualification).

Evidence of skills applied in real-work situations is required.

Typical word counts and timings are provided. Where assessment methods are combined the recommended word counts and timings should be adjusted proportionately:

- Written Assignments: word count 2,500 +/- 10%, plus relevant Appendices/Annexes. At Level 5 there is an expectation that you write concisely.
- Presentations: must be recorded, limited to 20 minutes, and accompanied by slides and speaker notes.
- Professional Discussions: must be recorded, limited to 20 minutes, and accompanied by a summary of timestamps of where criteria are met.

### Assignment Task

#### Learning Outcome 1

**The learner will be able to create a personal development plan based on individual learning and behavioural styles.**

You are asked to evaluate a minimum of two learning styles and two behavioural style models/theories and their implications for the workplace. (AC1.1)

### Assessment Criteria

The learner can:

#### AC1.1

Evaluate learning and behavioural styles to determine the implications for the workplace.

#### AC1.2



# Preparing for End-point Assessment (EPA) - Level 3

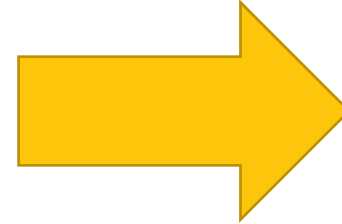
## Portfolio (qualification)

321 - Building a High Performance Team

322 - Managing Self

327 - Organisational Governance

328 - Project Management



EPA Professional Discussion

## Unit Assignment (qualification)

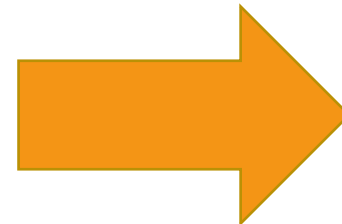
320 - Team Development & Resource Management

323 - Communication and Interpersonal Skills

324 - Organisational Culture and Strategy

325 - Problem Solving and Decision Making

326 - Data Management



EPA Presentation

\* Content on-programme,  
presentation materials after  
Gateway



# Preparing for End-point Assessment (EPA) – Level 5

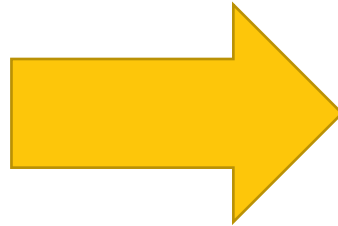
## Portfolio (qualification)

520 - Personal & Professional Development

521 – Communication Skills

522 – Managing Teams

524 – Operational Planning & Management



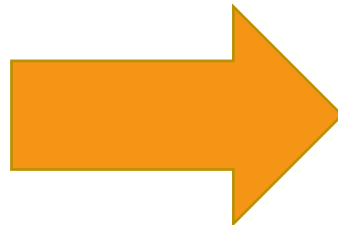
EPA Professional Discussion

## Unit Assignment (qualification)

523 – Business Planning

525 – Financial Practices

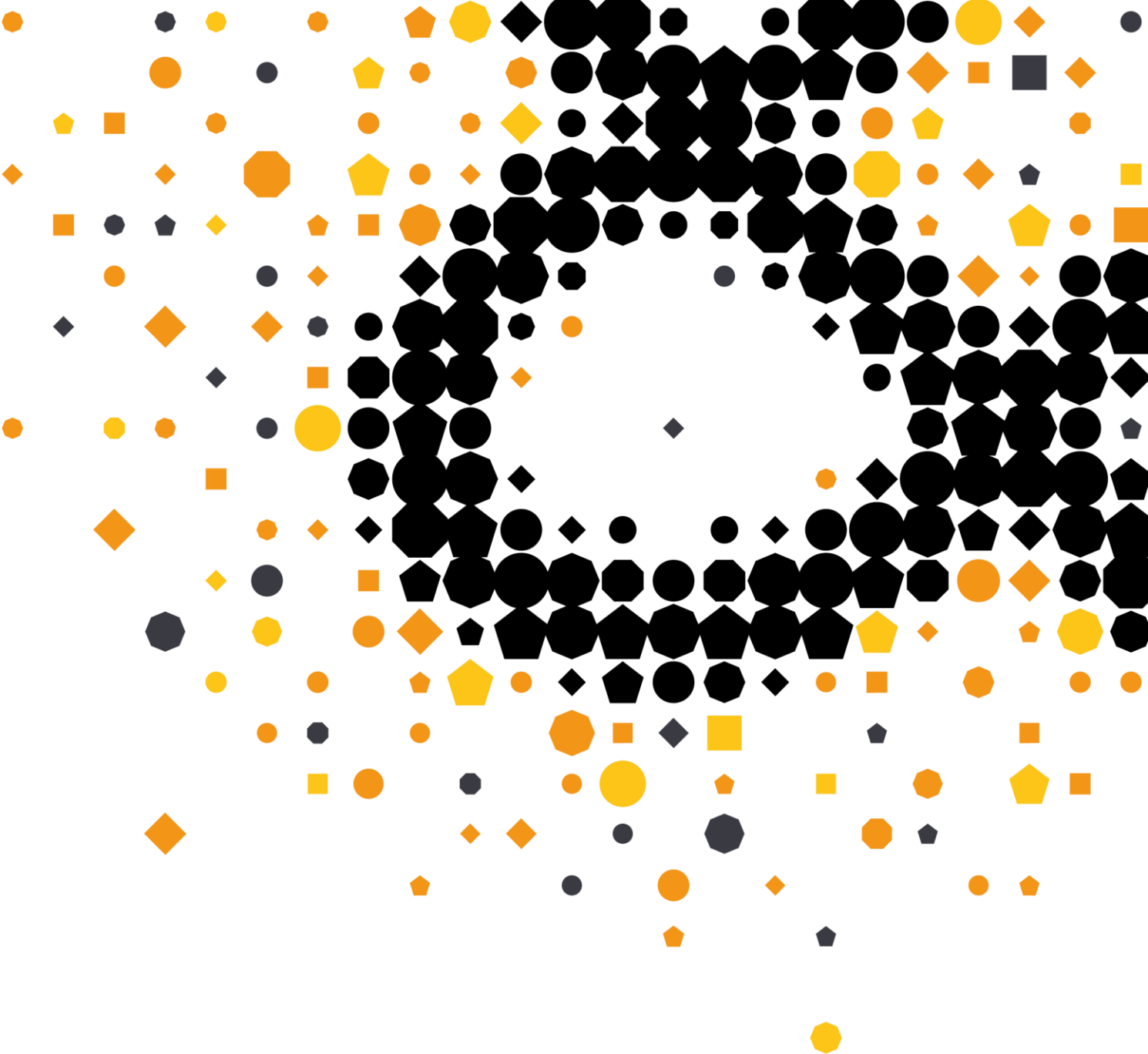
526 – Project Planning



EPA Project Proposal, Presentation & Questioning



# Questions



# Approvals

## Fast track approval




# Fast Track Approval is available to centres who are already approved for 8410 and 8420

- Can be achieved through completion of a fast track form
- There is no charge for a fast track
- Once the Fast Track form has been processed and approved learners can be registered from 28 February
- Please remember to *fully* complete the form before emailing to [quality@cityandguilds.com](mailto:quality@cityandguilds.com)

You can access the fast track form from our [Level 3](#) and [Level 5](#) qualification webpages





A City & Guilds Group Collaboration

### Application for fast track qualification approval

Fast track approval is a streamlined approval process for existing centres. Typically, it is used when

- a qualification is replaced or updated.
- approval for an N/SVQ would automatically entitle the centre to offer the corresponding VRQ.

The qualification(s) listed below indicate those you may currently offer that would now entitle you to fast track approval for the new qualification(s) overleaf.

If you are unsure of your centre's status regarding your eligibility for fast track approval, please contact the Quality Team. Once completed, please send this form to [quality@cityandguilds.com](mailto:quality@cityandguilds.com)

Centre name  Centre number

Address

Postcode

Quality Team

Name of contact

E-mail address  Telephone number

Please tick the boxes of the qualifications below you **currently offer** which will be replaced

Qualification number	Level	Title	Tick
8 4 1 0 / 0 1	3	Level 3 Diploma for Managers	<input type="checkbox"/>

Please tick the boxes of the qualifications below you would like to request **fast track approval** for

Qualification number	Level	Title	Tick
8 4 1 1 / 3 1	3	Level 3 Diploma for Team Leaders	<input type="checkbox"/>

And (please select both)

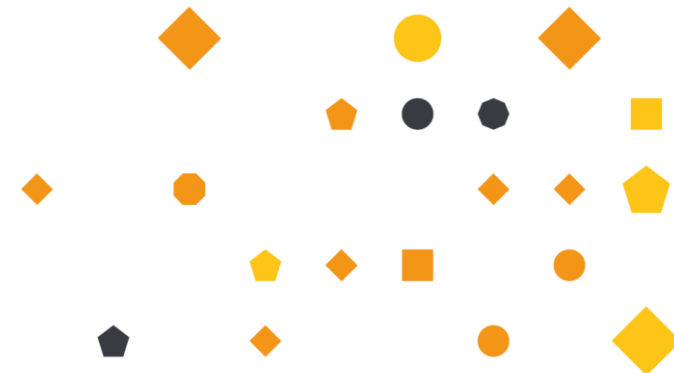
Qualification number	Level	Title	Tick
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>



# Fast Track Requirements

By signing the fast track form – the centre are agreeing to:

- The qualification handbook will be shared with the entire delivery and assessment/ IQA team
- Learner journeys will be updated and be made available for the EQA to review at the next EQA activity.
- All scheme of works and lesson plans will be updated and be made available for the EQA to review at the next EQA activity.
- Training sessions will be delivered to update the team on the new qualification and evidence of this training be available for the EQA to review at the next EQA activity.



# Support



# Resources Available

## We are re-developing:

- **Workbooks (previously known as illuminate) will be re-aligned to mirror the new units**
  - Will be available as we launch the new qualifications
  - Previous ones – the content is still valid but new ones are focussed to the new units
  - Costs (no change)
    - Per Learner L3 £125, L5 £155
    - One-year unlimited licence L3 £12,250, L5 £15,500
  - **Skills Scans**

[Visit our learning and resources page for more information.](#)



# Certificates & Digital Credential



**Certificate of Unit Credit Towards Level 3 Diploma for Team Leaders**

and was successful in the following 7 modules

Level 3 Team Development and Resource Management	Pass
Level 3 Building a High Performance Team	Pass
Level 3 Managing Self	Pass
Level 3 Communication and Interpersonal Skills	Pass
Level 3 Problem Solving and Decision Making	Pass
Level 3 Data Management	Pass
Level 3 Organisational Governance	Pass



# We're here to support you



**Karen Egan**

**Technical Advisor**

**Leadership Management**

**[Karen.Egan@i-l-m.com](mailto:Karen.Egan@i-l-m.com)**



**Jill Hansen**

**Technical Advisor**

**Leadership Management**

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# EPA Partnership Managers



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# Quick Recap & Questions



# Next event in the series



Tuesday 22 March 2022

[New Level 3 and Level 5 Diploma launch: questions and answers](#)



New Level 3 & 5  
Diploma qualifications  
Launch: Q&A

Tuesday 22 March 2022  
09:30 - 10:30 (GMT)

[REGISTER TODAY](#)



Joseph Ballantine  
Industry Manager



Karen Egan  
Technical Advisor



Gill Harper  
Development Manager



Giusy Polisen  
Development Manager





# Other events



**7 March 2022 (3-4pm GMT)**

**[Why does developing and investing in college middle leaders matter?](#)**

**5 April 2022 (9-10am BST)**

**[ILM Customer Update](#)**



**Email updates have you registered?**

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# Thank you!