

# ILM Quarterly Update

2nd December 2024

#### Housekeeping



#### This session is being recorded

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

You can also download the slides from the document library on the right side of the screen.



**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 although will follow up with the usual Q&A with the webinar recording.



#### Transcribe

A transcribe function has been introduced, which you can activate from the banner at the bottom of the screen.



#### 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

## Agenda

1	Introductions	6	Digital credentials update
2	Product update	7	Special interest groups
3	Level 3 Team Leader launch and approval	8	Your voice
4	EPA Pro updates	9	Upcoming events and webinars
5	ILM Assessment Service	10	Questions

## 1 Your speakers today



Julie Rowlett ILM Technical Advisor

Contact email: Julie.Rowlett@i-l-m.com



Richenda Yates ILM Industry Manager

Contact email: <u>Richenda.Yates@cityandguilds.com</u>



Charlotte Okwera Service Delivery Manager ILM Assessment & Mapped

#### Contact email:

charlotte.okwera@cityandguilds.com



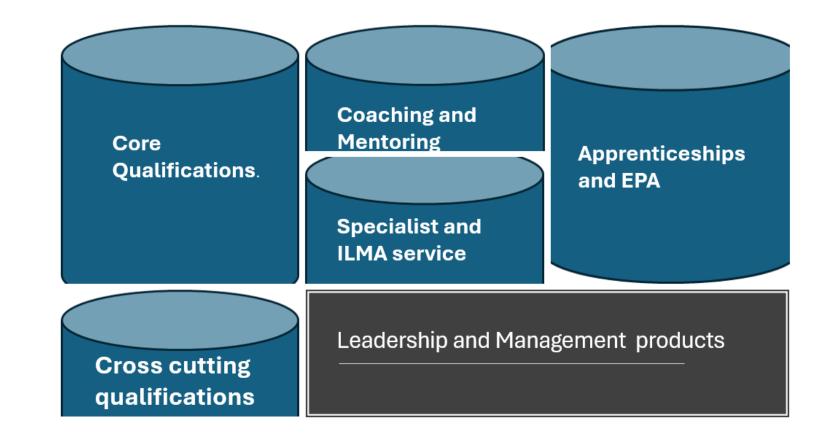
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## **Product Updates**

**Richenda Yates** 



## ILM product portfolio



# ilm

## Portfolio scrutiny

- Good opportunity to refresh content by listening to feedback
- Ensure current topics are included to reflect the changing roles and responsibilities for leaders and managers
- Be more inclusive
- Protect the validity of our qualifications



## The Ask....

There will be a series of monthly focus groups starting in January. These will target specific qualifications, and the meeting will last 60 mins. It will be hosted on Teams.

If you are interested, then please contact:

- <u>Richenda.yates@cityandguilds.com</u>
- Brett.keegan@cityandguilds.com
- Joseph.ballantine@cityandguilds.com



## Apprenticeships update



- Level 3: Team Leader standard ST0384: V1.4 September 25<sup>th</sup> : now live for registration in EPA Pro
- Level 5: Operations manager ST0385: V1.4 September 25<sup>th</sup> : live for registration in EPA Pro Spring 25
- Level 6: Chartered Managers degree apprenticeship ST0272– is now with the Product Manager at IfATE and is due to route panel in December with notification for January 2025: has been agreed by the trailblazer group that this should be an integrated degree apprenticeship
- Level 7: **Senior Leader** ST0480. Business as usual but please note the dispensation regards redundancy still states that there is an end date of 30th May 2025 for V1.2

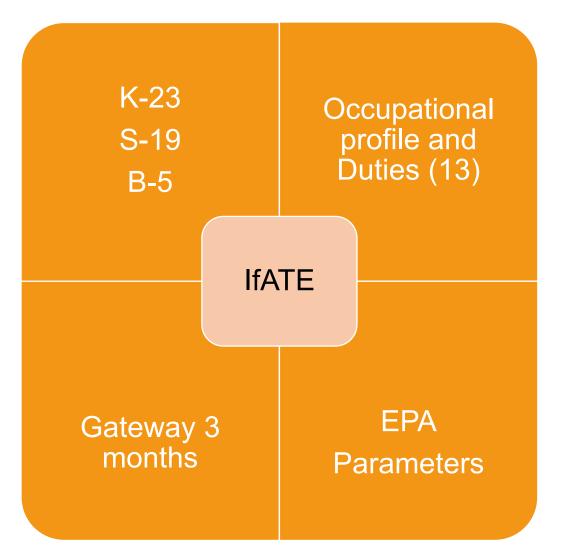
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#### **Level 3 Team Leader**

Launch and approval process Julie Rowlett



#### Background to the changes Level 3 Team Leader STO384



#### **Outputs from revision:**

- Title change Team Leader
- V1.4 live 25<sup>th</sup> September
- Funding band now £5,000 for new starts only
- Typical practical period extended to 15 months
- All KSB's have changed
- Webinars to support transition
- Resources available in EPA Pro

#### **Approval Process**

#### Existing Customers

- Complete EPA application form in Walled Garden
- ✓ Select ILM EPA application
- ✓ Product Code 9308-33

Quality section> forms> ILM EPA application form

#### New Customers

✓ Complete EPA enquiry form on website

Link to form: EPA Only Centre Enquiry Form | City & Guilds (cityandguilds.com)

 ✓ Complete EPA application form on Walled Garden

Quality section> forms> EPA application form

Please right click to access links or open in presentation mode.

#### Version Control

Shaping skills training	Search Q	Qualifications search	Apprenticeship search		
About Occupational map	s Ensuring quality Qualifications	Apprenticeships	Have your say		
↑ Search the Apprenticeships → Team leader	r		۳		
Team leader		Version log			
		Version	Change detail	Earliest start date	Latest start date
Key information Status: Approved for delivery (available for	Route: Business and administration	<u>1.4</u>	End-point assessment plan revised	25/09/2024	Not set
starts) v Reference: ST0384 Version: 1.4 Level: 3 Typical duration to gateway: 15 months	Integration: None Date updated: 25/09/2024 Approved for delivery: 1 June 2016 Lars code: 105 EQA provider: <u>Ofqual</u>	<u>1.3</u>	Occupational standard, end-point assessment and funding band revised	19/09/2024	24/09/2024
<b>Typical EPA period:</b> 3 months <b>Maximum funding:</b> £5000	<b>Review:</b> this apprenticeship will be reviewed in accordance with our change request policy.	<u>1.2</u>	End-point assessment plan revised	25/06/2020	18/09/2024
<u>Important</u> Please register your le version 1.4 in your ILR	•	<u>1.1</u>	The funding band for this standard has been reviewed as part of the apprenticeship funding band review. The new funding band is £4500	04/03/2019	24/06/2020
		<u>1.0</u>	Retired	01/06/2016	03/03/2019

## On-programme diplomas

- Diplomas not mandated
- We have mapped existing to revised standards – assessment methodology not an exact match
- Business case for new multipurpose qualifications to meet apprenticeship and onprogramme



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### **EPA Pro updates**

#### Julie Rowlett

## **EPA Pro update**

Reasonable adjustment applications

EPA Pro is our one stop shop for all our EPA documents and support materials

#### Selection of Materials on EPA pro:

- Gateway support
- Maths & English guidance
- EPA guidance packs
- EPA resources
- Recording forms
- Sample questions
- LIEPA reports
- Top EPA tips for apprentices and tutors
- Webinar recordings

Further EPA Pro updates coming 2025



Early 2025 Reasonable adjustments approval will be directly through EPA Pro. Webinar to demo Wed, Dec 4, 2024 10:30 AM - 11:30 AM

https://register.gotowebinar.com/register/310203 458898894942

Please right click to access links or open in presentation mode.

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## ILM Assessment Service

**Charlotte Okwera** 



# The ILM Assessment Service (ILMA)

- Also known as ILMA, it offers an independent, quality assured, marking service to ILM approved centres for a range of ILM Levels 2-5 Leadership & Management and Coaching & Mentoring qualifications
- Easy to use online Portal to submit completed learner assessments
- Assessments are allocated to trained Assessors who carry out marking and provide feedback on each Assessment Criteria
- Assessments are sampled and quality assured by Lead Assessors
- Results are available on the ILMA portal dashboard
- We enter successful results on to Walled Garden for you, to generate the certificates
- The SLA from assessment submission is 25 working days however, 85% are completed within 15 working days



## The ILMA Process

1.Request ILMA qual code

2.You'll receive a welcome email from the ILMA Team and support calls

Getting started

## Portal access

3.After you've made a registration on an ILMA qual, you will receive login details to the ILMA Portal

4.When your learners' assessments are ready for marking, upload to the portal 5.Within 15 to 25 working days, you will receive the result and completed result sheet on the portal.6.Download the result sheet and share with your learners

Receive results



## Our lead assessors

My name is Kath Oakes, I am one of the Level 5 Lead Assessors and have worked with the team for four years. I believe in fair assessment processes and work closely with all our team of Assessors and Technical Advisors to ensure that we provide a consistent and professional level of service.



I'm Ray Knox, I have been part of the assessment since 2003 and a Lead Assessor since 2012. I am Lead Assessor for Leadership and Management with a focus on Levels 2 and 3 with some responsibilities for Level 5 and the Lead Assessor for Coaching at levels 3 and 5. I believe in strong relationships with our customers and aim to foster a strong partnership with them. I am

also a passionate believer in coaching having been a coach since the early 1990's and hold

various coaching qualifications covering both the business and sporting worlds.

I'm Sandra Robson, ILMA Lead Assessor across Levels 2 to 5 although currently mainly focussing on Level 2 and 3. I've been part of the ILMA team now for several years having previously been an EQA for ILM and a centre manager working with several different awarding organisations across varying business-related work based qualifications.



My name is Abby Oates. I am one of the Lead Assessors for Coaching and Mentoring, and have worked with the ILM Assessment Service since 2017 assessing both coaching & mentoring and leadership & management qualifications. I have been a qualified coach since 2011 and am passionate about the difference coaching and mentoring can make in the workplace. I



have a broad range of experience of managing ILM centres, as well as delivering and assessing ILM gualifications at a range of levels. Building effective relationships with clients to enable high quality service delivery is my priority.

#### **THE ILMA Portal**

The ILMA Portal is an easy-to-use portal to upload your learners' assessments and submit them to ILM for marking.

Learner registrations made on Walled Garden for ILMA qualifications will automatically appear in the Portal. You can then select the required learner and unit and upload your assessments.

ILMA Portal features:

- Upload learner assessments
- Record and track assessments/learners in cohorts
- Track progress on your dashboard
- Export reports in Excel
- Receive completed results sheets to be passed on to your learners
- Re-submit reassessments

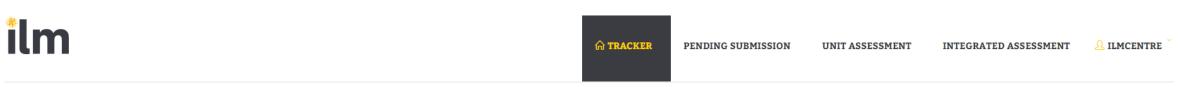
#### Learner fees

#### **ILM Assessment Service**

	Full
Qualification title	Fee code
Leadership and Management	
Level 2 Award in Leadership and Team Skills (with 2-3 assessments)	8000-14
Level 2 Certificate in Leadership and Team Skills (with 9–12 assessments)	8000-25
Level 2 Certificate in Team Leading (with 9–12 assessments)	8002-25
Level 3 Award in Leadership and Management (with 2–3 assessments)	8600-14
Level 3 Award in Leadership and Management (with 4–6 assessments)	8600-15
Level 3 Certificate in Leadership and Management (TPR with up to 8 assessments)	8600-27
Level 3 Certificate in Leadership and Management (with 4–8 assessments)	8600-24
Level 3 Certificate in Leadership and Management (with 9–12 assessments)	8600-25
Level 3 Certificate in Principles of Leadership and Management (with 9–12 assessments)	8606-25
Level 3 Diploma in Leadership and Management (with 13 – 16 assessments)	8600-35

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### The ILMA Portal steps



#### **Track Submitted Items**

Export to	Excel									<b>e</b> (	Clear Filter 🛃 Do	wnload Resul	t Sheets
ID	⊙ Batch ⊙	Submitted 🔹 🕤	SLA Target 🕤	ENR 🕤	Learner 🕤	Unit(s) 🕞	Туре 🕤	Category 🕤	Status 🕤	Result G	Mark (	Action	
31214	cohort 1	27/09/2022	01/11/2022	EFB1239	TEST LEARNER	8000-252	<u>Unit</u>	New	Submitted				
32480	cohort 1	27/09/2022	01/11/2022	EFB1192	ILMA LEARNER	8000-252	<u>Unit</u>	New	Submitted				
31215	cohort 1 2022	13/09/2022	18/10/2022	EFB1239	TEST LEARNER	8000-253	<u>Unit</u>	New	Submitted				
32370	cohort 1 2022	13/09/2022	18/10/2022	EFB1180	A N OTHER	8000-252	<u>Unit</u>	New	Submitted				
26261		09/11/2020	09/11/2020	VCD9536	ILM Test	8000-251	<u>Unit</u>	New	Completed	Pass	60	Ŧ	
26262		27/10/2020		VFT3501	Roc Test	8000-251	Unit	New	Rejected			C	
25599		14/07/2020	14/07/2020	VCD9536	ILM Test	8000-250	Unit	New	Completed	Pass	65	Ŧ	
25587		13/07/2020	13/07/2020	VFT3501	Roc Test	8000-250	Unit	New	Completed	Pass	75	Ŧ	
7854	ILM COHORT 1	09/02/2018	02/03/2018	XSG6151	ILMA 1A	8607-522	<u>Unit</u>	New	Referred	Referral	66	C	
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### The ILMA Portal steps

## ilm

**☆ TRACKER PENDING SUBMISSION** 

SSION UNIT ASSESSMENT

NT INTEGRATED ASSESSMENT

**<u> 1lmcentre</u>** 

#### Select Learners for Unit Assessment

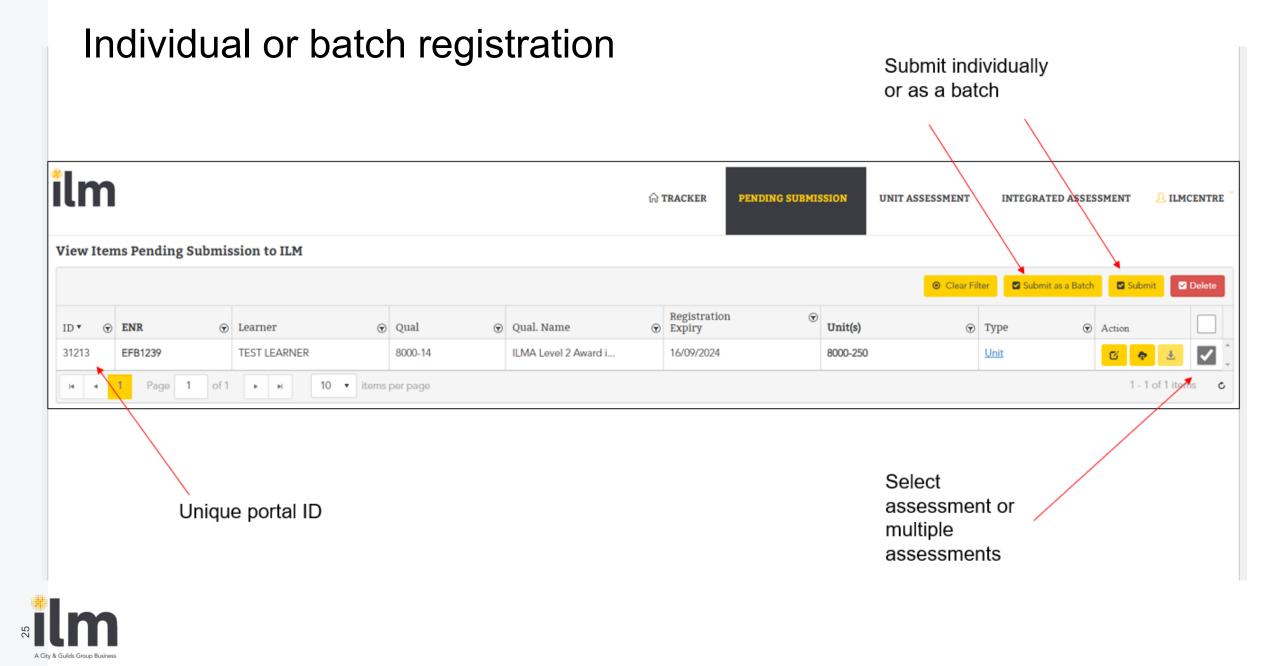
						Clear Filter	Upload Files
ENR	Learner 📀	Qual	Qual. Name 💿	Registration () Expiry	Unit 💿	Unit Name	•
SRV5572	test test	8000-14	ILMA Level 2 Award i	04/07/2025	8000-252	Level 2 Planning and	
EFB1180	A N OTHER	8000-14	ILMA Level 2 Award i	16/09/2024	8000-253	Level 2 Developing t	
EFB1192	ILMA LEARNER	8000-14	ILMA Level 2 Award i	16/09/2024	8000-253	Level 2 Developing t	
SRV5572	test test	8000-14	ILMA Level 2 Award i	04/07/2025	8000-253	Level 2 Developing t	
EFB1180	A N OTHER	8000-14	ILMA Level 2 Award i	16/09/2024	8000-254	Level 2 Induction an	
EFB1192	ILMA LEARNER	8000-14	ILMA Level 2 Award i	16/09/2024	8000-254	Level 2 Induction an	
EFB1239	TEST LEARNER	8000-14	ILMA Level 2 Award i	16/09/2024	8000-254	Level 2 Induction an	
SRV5572	test test	8000-14	ILMA Level 2 Award i	04/07/2025	8000-254	Level 2 Induction an	
EFB1180	A N OTHER	8000-14	ILMA Level 2 Award i	16/09/2024	8000-255	Level 2 Meeting Cust	
EFB1192	ILMA LEARNER	8000-14	ILMA Level 2 Award i	16/09/2024	8000-255	Level 2 Meeting Cust	•
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#### The ILMA Portal steps

ilm		<b>☆ TRACKER</b>	PENDING SUBMISSION	UNIT ASSESSMENT	INTEGRATED ASSESSMENT	<u>l</u> ilmcentre Č
Select Learners for Unit Assessmen	t Upload Files for Unit Assessment Learner Name : test test, Qualification : 8000-14 - ILMA Level 2 Award in Leadership : Remove Evidence Files Select files Upload X Cancel	and Team Skills, Unit : 80 Result Sheet Select files	00-252 - Level 2 Planning and Monitor	ing Work (2 credits)		





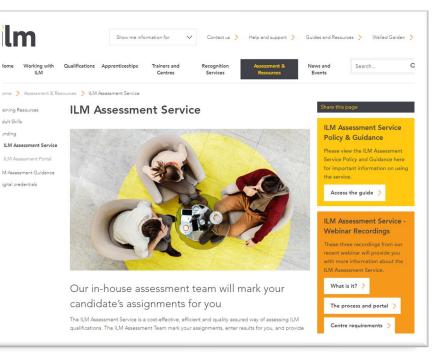
#### Tracker view

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31214	cohort 1		27/09/2022		01/11/2022		EFB1239		TEST LEARNE	R	8000-252		<u>Unit</u>		New	Submitted						
32480	cohort 1		27/09/2022		01/11/2022		EFB1192		ILMA LEARNE	R	8000-252		<u>Unit</u>		New	Submitted						
31215	cohort 1 2022		13/09/2022		18/10/2022		EFB1239		TEST LEARNE	R	8000-253		<u>Unit</u>		New	Submitted						
32370	cohort 1 2022		13/09/2022		18/10/2022		EFB1180		A N OTHER		8000-252		<u>Unit</u>		New	Submitted						



## **ILM Assessment Service Information**

#### ILM Assessment Service – ILM



## ILM Assessment service policies



Please right click to access links or open in presentation mode.



## Qualification and assessment guidance documents

There is lots of support and guidance available for ILM qualifications:

#### ILM guides and resources (i-l-m.com)

- Technical specifications
- Q cards
- Unit specifications
- Assignments
- Mark sheets
- Structured Answer Questions
- Handbooks

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Home Wor	king with ILM	Qualifications	Apprenticeshi	ips Trainers and Centres	Recognition Services	Assessment & Resources	News and Events	Search	
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#### Assessment Guidance

- ILM Guide to Assessing VRQ's
- ILM Assessment Verbs
- <u>Assistance Documents</u>

Short videos on verbs and assessment criteria. Share these with your learners!

- <u>Assessment Verbs with a focus on Describe,</u> <u>Explain and Outline.</u>
- <u>Understanding Leadership Assessment Criteria</u> <u>– review of Assessment Criteria for the unit and</u> <u>what is required.</u>
- <u>How to Understand Assessment Criteria what</u> <u>are Assessment Criteria and how they are met.</u>
  - Please right click to access links or open in presentation mode.



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## Digital Credentials update

Julie Rowlett



#### The benefits of digital credentials

**1. An easy and verifiable way to celebrate achievements** Learners can share their credentials on LinkedIn, other social media platforms or websites to share with connections what they've achieved.

#### 2. No more lost certificates

Digital credentials will never go missing! It's like a digital passport that stores achievements safely and securely so they can proudly display them anywhere, anytime.

#### 3. A CV for life

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Digital credentials are a great way for individuals to show who they are, their abilities and the skills they acquire up as they go through life.

#### 4 Accredible ease of use

Accredible is a European based platform and earners can directly access the platform without having to set-up an account

#### https://digitalcredentials.i-l-

4 <u>m.com/issuer/112913/group-</u> <u>collections</u>

Please right click to access links or open in presentation mode.



## Accredible

Accredible issues more than 1M digital certificates and badges a month for professional certifications, online courses, and association memberships

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#### Level 5 Certificate in Leadership & Management (8607-21)

This Award is designed for project managers, department heads, and other practising middle managers. The qualification helps people to develop a range of leadership skills and experience, improve personal performance and prepare for senior management responsibilities. (Ofqual Qualification Number 600/5854/7 and ILM Qualification Number 8607-21)

#### Skills / Knowledge

Benchmark Perfo	Day-to-day Management     Develop People     Drive Results     Influence Culture       Lead Others     Motivate Others     Project Management     Strategic Leadership	<ul> <li>@ILM_UK</li> <li>InnkedIn</li> <li>Facebook</li> </ul>
Earning Criteria REQUIRED		Credentials (1443) Collections (12)
R Exam	This person has focused on several work-related areas which may include managing improvements, making a financial case, developing critical thinking, leading innovation, developing individuals, managing stress, managing conflict, organisational culture and ethics, customer relations, and implementing workplace projects.	
民 Exam	This person has developed additional knowledge and skills which may include resource management, recruitment, information management, work analysis, using statistics, facilities management, leading teams, giving presentations, lean methodologies, environmental performance, managing remote workers, partnership working, organisational governance, information management, coaching, mentoring, and managing mental health.	
B Exam	This person has developed additional knowledge and skills which may include leading a complex activity, equality and diversity, managing risk, delegating authority, developing people, developing leadership styles, financial management, health and safety, marketing, team motivation, problem solving, change management, organisational culture, financial statements, budget planning, marketplace economics, mental toughness and operations research.	

Issuer

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Website 🗹



#### Learner email address needed for access link

#### How to bulk upload emails for multiple candidates

The bulk upload tool in Walled Garden enables you to add multiple candidate email addresses after registration.

#### Preparing the data

#### Required fields and validation

The template you need for the upload can be found <u>here</u>.

Alternatively, you can create your own file to provide the email address of your learners.

The column titles are not case sensitive but must be in the following order.

All columns need to be in the file even if you have no data to upload. Those in bold are the preferred fields. Your centre number must be

Column Title	Description	Mandatory	Notes
Centre	Your centre number	Y	
ERN	Learner's enrolment number	Ν	Ideally include the ENR number
First Name	Learner's first name	Y	
Last Name	Learner's last (family) name	Y	
DOB	Learner's data of birth	Y	
ULN	Learner's unique learner number	Ν	If inputted, cannot exceed 10 characters
Email	Learner's email address	Y	Maximum characters 241
Your Ref	Your reference e.g. PO number	Ν	If inputted, cannot exceed 20 characters
Scot Num	Scottish Number - the equivalent of the ULN for Scottish learners	Ν	If inputted, cannot exceed 9 characters
NROSO Num	National Register of Sprayer Operators	Ν	If inputted, cannot exceed 8 characters



## **Special interest groups**

Julie Rowlett

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### Coaching and mentoring SIG

- Runs approximately every 8 weeks
- Informal coming together of ILM C&M customers
- No structured agenda
- An opportunity to share best practice, challenges etc
- Learn from others in the group
- Exploring option to host a network biannually.

Contact julie.rowlett@cityandguilds.com to be added to the invitation list.

# C&M SIG 2025 dates for your diary

Monday 12.00 – 13.00

- 10<sup>th</sup> February
- 7<sup>th</sup> April
- 2<sup>nd</sup> June
- 21<sup>st</sup> July
- 22<sup>nd</sup> September
- 17<sup>th</sup> November

#### Leadership and Management Special Interest Group

- Introducing a Leadership & Management SIG from February 2025
- May cluster depending on level of interest and product focus
- Please complete form from link on slide
   to express your interest
- Exploring options for F:F network biannually for both C&M and LM&. Could you potentially host a network?

Leadership & Management SIG proposed dates

Monday 12.00 – 13.00

- 27<sup>th</sup> January
- 24<sup>th</sup> March
- 12<sup>th</sup> May
- 7<sup>th</sup> July
- 15<sup>th</sup> September
- 3<sup>rd</sup> November

https://forms.office.com/e/6dH2nNG0na

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# ilm

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Your Voice City & Guilds insight community



#### Your Voice Join the City & Guilds insight community

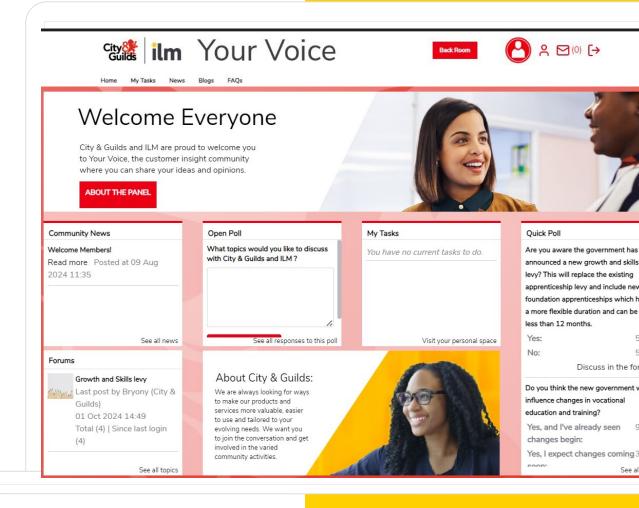
**Your Voice** is our customer panel that helps us put you at the centre of business decisions

We're building a community of customers who want to engage with us – and each other – to help improve our products and services.

We want you to help us make it easy to work with City & Guilds

#### This community is for:

- UK-based City & Guilds and ILM customers regardless of your role.
- Assured and recognition services customers



### Can you help shape the future of City & Guilds and ILM?

Join our friendly community of customers today and you can:

- Engage with us directly and with sector colleagues in a genuine twoway conversation
- Help shape the products and services we offer
- Suggest ideas and solutions on topics that matter to you
- Take part in varied engaging activities on an easy-to-use digital platform
- Interact with City & Guilds senior managers directly



Easy to

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Easy to use online platform

Get feedback on the actions

we're taking



Sign up or scan below

By joining the **Your Voice** community your input will help us to help you and your learners in so many ways.

City & Guilds Your Voice

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## Upcoming Webinars and Events

Julie Rowlett



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#### 9: Webinars and events

Reasonable Adjustments Webinar - EPA Pro

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**Registration** 

#### Funding update

- Adult Skills Funding
- Apprenticeship Funding
- 16-19 Funding

4<sup>th</sup> December 12:00 – 13:15

#### **Registration**

Recordings of all past webinars, customer updates and slides can be found on the website

ILM Event Recordings

Keeping you informed with our customer webinars and updates | ILM Events 2024/2025 ILM Customer Updates

February 11<sup>th</sup> 2025 LM customer update February 2025

May 14<sup>th</sup> 2025 ILM customer update May 2025

July 22<sup>nd</sup> 2025 <u>ILM customer update July 2025</u>

October 15<sup>th</sup> 2025 ILM customer update October 2025

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# Questions



# Keep in touch via our updates and channels



Sign up to receive funding and leadership and management updates



<u>@ILM\_UK</u>



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## Thank you

