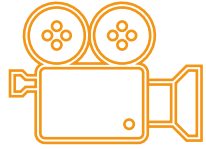




ILM Quarterly Update

10th July 2024

Housekeeping



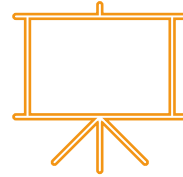
This session is being recorded

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



Everyone is on mute

Everyone is on mute



Slides

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



Questions

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



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

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Introductions

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Update Level 3 & 5 Apprenticeship standards

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Update on L6 CMDA trailblazer

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Adult Skills Funding: Allocation changes for 2024/25.

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ILM Qualifications consultation

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Notifications on qualifications.

8

Fee update.

9

Upcoming Events and Webinars

10

Questions.

1: Speakers



Julie Rowlett
ILM Technical Advisor
Julie.Rowlett@i-l-m.com



Richenda Yates
ILM Industry Manager
Richenda.Yates@cityandguilds.com



Karen Egan
ILM Technical Advisor
Karen.Egan@i-l-m.com



2: Updates.

Level 3 & 5
apprenticeship standard
revisions.





Level 3 STO384.

- Team Leader.
- New Assessment plan.
- With Secretary of State for final sign off.
- In development –all resources ready for autumn.
- Funding Band allocation.
- Webinars to support transition.
- Mapping overview document available w/c 15/07/24



High level comparison EPA Level 3 Project/presentation and Q and A.

Current Requirements	New Requirements
<ol style="list-style-type: none"> 1. Team Building and Development <ul style="list-style-type: none"> ○ Pass Criteria: Explain knowledge of leadership styles, team development, performance improvement, and adaptability. ○ Distinction Criteria: Analyse the effectiveness of academic theories and models. 2. Problem Solving <ul style="list-style-type: none"> ○ Pass Criteria: Apply problem-solving techniques, manage resources, respond to feedback, manage stakeholder relationships, and show creativity. ○ Distinction Criteria: Analyse successes and learning points from Organisational change. 3. Data Analysis <ul style="list-style-type: none"> ○ Pass Criteria: Use data for decision-making. ○ Distinction Criteria: Evaluate the impact of data analysis on quality, efficiency, or productivity. 4. Communication <ul style="list-style-type: none"> ○ Pass Criteria: Use appropriate communication, chair meetings, handle challenging conversations. ○ Distinction Criteria: Evaluate communication impact, manage conversation flow. 5. Organisational Culture & Strategy <ul style="list-style-type: none"> ○ Pass Criteria: Explain Organisational culture, strategy, and their implementation. ○ Distinction Criteria: Analyse the impact of culture and communication on strategy. 	<ol style="list-style-type: none"> 1. People and Relationships <ul style="list-style-type: none"> ○ Pass Criteria: Manage relationships, set objectives, provide guidance, support EDI. ○ Distinction Criteria: Evaluate the impact of an inclusive culture. 2. Problem Analysis and Conclusions <ul style="list-style-type: none"> ○ Pass Criteria: Explain role impact, apply communication and decision-making principles. ○ Distinction Criteria: Justify communication and decision-making techniques. 3. Data Collection and Benchmarking <ul style="list-style-type: none"> ○ Pass Criteria: Outline processes, explain external factors, create tailored reports. ○ Distinction Criteria: Evaluate the impact of external factors and report effectiveness. 4. Future Plans and Opportunities <ul style="list-style-type: none"> ○ Pass Criteria: Describe impact of factors, adaptability to sector changes. ○ Distinction Criteria: None.

High level comparison EPA Level 3 Professional discussion.

Current Requirements	New Requirements
<ol style="list-style-type: none"> 1. Building a High-Performance Team <ul style="list-style-type: none"> ○ Pass Criteria: Develop a high-performing team, share good practices, build trust, manage conflict. ○ Distinction Criteria: Evaluate motivational practices, active listening benefits. 2. Organisational Governance <ul style="list-style-type: none"> ○ Pass Criteria: Apply governance, compliance, manage budgets. ○ Distinction Criteria: Evaluate governance and compliance importance. 3. Managing Self <ul style="list-style-type: none"> ○ Pass Criteria: Promote inclusivity, manage time, reflect on performance. ○ Distinction Criteria: Use management tools to improve performance. 4. Project Management <ul style="list-style-type: none"> ○ Pass Criteria: Explain project lifecycle, use project management tools. ○ Distinction Criteria: Adapt project management tools to organisational needs. 	<ol style="list-style-type: none"> 1. Building a High-Performance Team <ul style="list-style-type: none"> ○ Pass Criteria: Identify learning needs, use management techniques, share best practices, apply EDI policies. ○ Distinction Criteria: Evaluate EDI impact. 2. Communication and Implementing Operational Plans <ul style="list-style-type: none"> ○ Pass Criteria: Use resources, collaborate with stakeholders, communicate strategy impact. ○ Distinction Criteria: Evaluate communication techniques and suggest improvements. 3. Managing Change and Continuous Improvement <ul style="list-style-type: none"> ○ Pass Criteria: Apply change management, negotiate with stakeholders, manage budgets. ○ Distinction Criteria: Evaluate continuous improvement techniques. 4. Contributing to a Project <ul style="list-style-type: none"> ○ Pass Criteria: Utilize project management tools, take ownership of tasks. ○ Distinction Criteria: None. 5. Using Technology <ul style="list-style-type: none"> ○ Pass Criteria: Describe technology usage and monitor energy consumption. ○ Distinction Criteria: None.



Level 5 STO385.

- Operations Manager.
- V3 Assessment plan.
- With Secretary of State for final sign off.
- In development –all resources ready for autumn.
- Funding Band allocation.
- Webinars to support transition.
- Mapping overview document available
W/C 15/07/24
- **Comparison document to be released soon.**





3.

**Trailblazer update
Chartered Manager
Degree Apprenticeship
(CMDA). Level 6.**



Progress to date

- Review of Chartered Managers Degree Apprenticeship now officially in revision.
- Trailblazer, (employer and TP groups) formed with 40+ employers of all sectors and sizes with representation of ILM & CMI
- Duties group
___in progress .Draft identifies approximately 17 duties in themes Managing People/Governance /Change/Data. Once duties have been agreed by IfATE, KSB's will be formulated.

Submission deadline 23rd October
Root panel deadline start December
Final decision in January 2025

Decisions not yet made:

- Inclusion of degree / integrated standard
- Standard title
- Extent of impact on Level 7 SLA

Level 7 SLA:

- Some revisions will be needed
- Needs to be "clear blue water" between responsibilities of leaders at each level with increase of strategic responsibility at Level 7 SLA.

4.

Outcomes from LIEPA reports for Management standards. Demonstrating best practice.



Level 3 Team Leader/Supervisor:

V1.1 9308-22. Good Practice

Presentation, Question & Answers

Project presentation title issued by IEPA.

- Experience in project management tools and techniques is important.
- Excellent presentations are succinct and follow the brief.
- Identify all KSBs, include reflection and evaluation.
- Distinction-level apprentices use notes effectively and adhere to timescales.
- Well-prepared for Q&A, with good theoretical knowledge applied in context.

Showcase Portfolio

- Concise portfolios covering all areas of the standard.
- Holistic approach ensures sufficient evidence.
- Helps IEPA provide suitable project titles.
- Accompanied by a City & Guilds/ILM Matrix for structure.

Professional Discussion (underpinned by portfolio)

- Distinction apprentices articulate practice clearly using portfolio examples.
- Demonstrate relevant KSBs without prompting.
- Confident and well-practiced before the live EPA event.

Level 5 Operations / Departmental Manager V1.1 9309-22 : Areas of good practice

Work Based Project Presentation, Q&A

- Excellent project proposal summaries that follow customer guidance.
- Produced using ILM sign-off forms, within 500 words.
- Demonstrate potential to meet all required KSBs.

Final proposal covers all criteria and is signed by employer agreeing it meets business needs.

- Excellent presentations are succinct, identifying all relevant KSBs.
- Distinction-level apprentices use notes effectively and adhere to timescales.
- Apprentices are well-prepared for Q&A, demonstrate planning, delivery, and justification of project outputs.
- Apprentice communicate confidently, applies relevant tools, models, and theories.
- Written proposals cover relevant project areas and KSBs, providing business benefits.
- Use of ILM matrix which supports evidence identification.

Professional discussion (underpinned by Portfolio of Evidence)

- Concise portfolios covering all areas of the standard.
- Holistic approach to ensure sufficient evidence.
- Accompanied by an ILM Matrix, submitted in the correct format.

Professional Discussion (relating to CPD activity)

- Distinction apprentices are well-prepared and articulate practice with detailed examples.
- Demonstrate relevant KSBs through portfolio and experience.
- Distinguish between operational planning, management, team management, communication, and personal/professional development.
- Analyse problems and evaluate experiences confidently without prompting.

Level 6 Chartered Manager:

Work-Based Project

- Substantive evidence from a business-related project.
- Demonstrates application of skills and knowledge.
- Employer and HEI collaborate to ensure project achievability.

High Marks (Excellent Projects):

- In a project report format.
- Demonstrates design, planning, and delivery.
- Applies relevant KSBs throughout.
- Distinction-level apprentices critically evaluate evidence.
- Work-based rather than research/theoretical.
- Show strong accountability for business and personal outcomes.
- Make actionable recommendations.

Presentation and Question & Answer

- No compensatory marks given.
- Based on combined elements of presentation and Q&A.

Presentation

- Excellent presentations are succinct and timely.
- Follow the project title brief well.
- Identify all relevant KSBs in presentation slides.
- Distinction-level apprentices use notes effectively.
- Deliver detailed presentations with analysis and evaluation.
- Slides can be uploaded in advance to aid sharing.

Question & Answer:

- Distinction-level apprentices are well prepared.
- Articulate responses succinctly with detailed examples.
- Provide critical analysis and reflection on actions and impact.

V1 9310-12 : Good practice

Characteristics of Excellent Portfolios

- Succinct and holistic presentation.
- Varied product evidence well mapped to the standard.
- Accompanied by ILM Matrix for structure.
- Clear evidence mapping with page numbers and references.

Holistic Approach

- Ensures sufficient evidence without excess.
- Allows IEPA to assess experience and role context without ambiguity.

Format and Presentation

- Correct format without links or embedded documents.
- Accurately labelled with consistent titles.
- No duplicated evidence.
- Bundling Approach:
- Supported by context statements.
- Links each piece to specific events or activities.
- Maintains succinctness.

Senior Leader Apprenticeship: 9311-22 V1.1. Good practice

Strategic Business Proposal, Presentation with Questioning

500-word SBP Summary

- Provided on time using the City & Guilds/ILM form.
- Accepted on first submission, under 500 words.
- Reflect agreement with senior management.
- Contain relevant information and sound business acumen linked to strategic needs.

4000-word Strategic Business Proposal

- Located clearly in the evidence provided.
- Succinct and aligned with the agreed subject, title, and scope.
- Within 4000 words, started post-summary sign-off.
- Demonstrates business value and high-level application.
- Signed off by a Senior Manager or Director.
- Full range of KSBs evidenced.
- Clear outcomes with added depth.
- Adheres to confidentiality and data protection.

Presentation

- Presentation slides uploaded on time before the EPA event.
- Succinct, well-structured, and identify KSB criteria.
- Expands on the proposal with critical analysis, strategic planning, rationale, and recommendations.
- Demonstrates negotiation and influencing skills.
- Uses notes effectively and sticks to timescales.
- Engaging presentation style and strong personal presence.
- Planning meetings guide the EPA event date but do not advise on content.

Question & Answers

- Distinction-level apprentices are well-prepared and rehearse content.
- Respond confidently with project-related examples.
- Stay focused and aid in timing.
- Synthesize, evaluate, and apply theoretical models.

Senior Leader Apprenticeship 9311-22 V1.1 : Areas of good practice

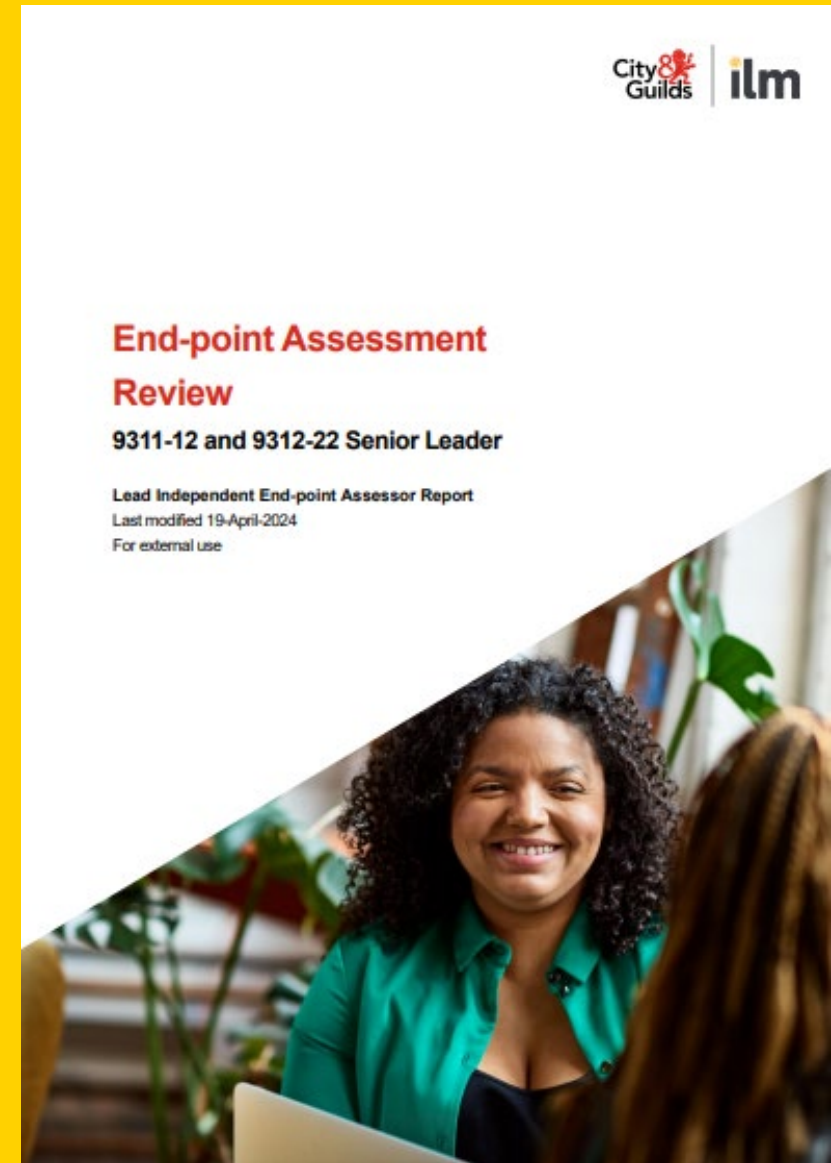
Professional Discussion (underpinned by portfolio)

Professional Discussion

- Distinction apprentices articulate without referring to portfolios.
- Provide detailed examples within set time frames.
- Discuss roles/duties aligned to standards and distinction descriptors.
- Offer wider context to support KSBs and demonstrate outstanding competence.
- Confidently discuss Strategy, Innovation and Change, and Leading by Example.
- Reflect roles and duties of a Senior Leader as per the assessment plan.

Portfolio

- Underpins assessment of the professional discussion.
- Contains streamlined evidence meeting quality and quantity requirements.
- No more than 18 pieces of evidence.
- Evidence mapped to the standard and accompanied by a City & Guilds/ILM Matrix.
- All evidence clearly labelled and in the correct formats, with no embedded hyperlinks or documents.





5. Adult Skills Funding: Changes to allocations for 2024/2025



Adult Skills Fund: Funding allocation for 2024/2025.

Title	Funding aim reference	POS	Finding rate	New skills funding rate	Differer
Level 2 Award in Leadership and Team Skills	6005928X	8000-711 8000-13 8000-14 8000-61	Low	£43.00	-£107
Level 2 Certificate in Leadership and Team Skills	6005962X	8000-21 8000-25 8000-62	Low	£202	-£522
Level 3 Diploma in Leadership and Management	60059643	8362-33 8369-32 8369-33 8600-31 8600-32 8600-35 8600-63	Low	£634	-£1,353
Level 2 Certificate in Team Leading	60137812	8002-21 8002-23 8002-25 8002-62	Low	£295	-£429
Level 2 Award for Young Leaders	60177093	8004-10, 8004-60	Low	£108	+£8.00
Level 2 Award in Effective Mentoring Skills	60336924	8584-11, 8584-61	Low	£101	+£1.00



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.

Interested? Please contact me at:

Richenda.Yates@cityandguilds.com



**Registration end date
Level 6 & 7
Leadership &
Management
qualifications 8316
8617**

New qualifications launched September 2023

ILM Level 6
Award/Certificate/Diploma
in Leadership and
Management (8360)

ILM Level 7
Award/Certificate/Diploma/
Extended Diploma in
Strategic Leadership and
Management (8618)

Existing qualification **registration** end dates

- Level 6 Award and Diploma in Management (8316) – **31st August 2024**
- Level 7 Award, Certificate and Diploma in Leadership and Management (8617) – **31st August 2024**

Existing qualification **certification** end dates

- Level 6 Award and Diploma in Management (8316) – **31st August 2027**
- Level 7 Award, Certificate and Diploma in Leadership and Management (8617) – **31st August 2027**



Approval

Level 6 Award,
Certificate & Diploma in Leadership
and Management

Full qualification approval will be
required

Level 7 Award, Certificate, Diploma
and Extended Diploma in
Strategic Leadership
and Management

Full qualification approval will be
required in most instances

Structure

Level	Award	Certificate	Diploma
Level 6	Minimum of 5 credits	Minimum of 15 credits	Minimum of 40 credits

Level	Award	Certificate	Diploma	Extended Diploma
Level 7	Minimum of 7 credits	Minimum of 15 credits	Minimum of 40 credits	Minimum of 60 credits

Level 6 - GLH, TQT, Qualification Codes

Qualification title	Min GLH	TQT	Qualification Codes
Level 6 Award in Leadership and Management (8360)	10	50	11 – Qualification route 61 – Dual accreditation/mapped
Level 6 Certificate in Leadership and Management (8360)	27	150	21 – Full Qualification route 22 – Top up route 62 – Dual accreditation/ mapped
Level 6 Diploma in Leadership and Management (8360)	67	400	31 – Full Qualification route 32 – Top up route 63 – Dual accreditation/ mapped

Level 7 - GLH, TQT, Qualification Codes

Qualification title	Min GLH	TQT	Qualificaiton codes
Level 7 Award in Strategic Leadership and Management (8618)	15	70	8618 -11 – Full Qualification route 8618 - 61 – Dual accreditation/mapped
Level 7 Certificate in Strategic Leadership and Management (8618)	25	150	8618 - 21 – Full Qualification route 22 – Top up route 62 – Dual accreditation/ mapped
Level 7 Diploma in Strategic Leadership and Management (8618)	66	400	31 – Full Qualification route 32 – Top up route 63 – Dual accreditation/ mapped
Level 7 Extended Diploma in Strategic Leadership and Management (8618)	90	600	41 – Full Qualification route 42 – Top up route 64 – Dual accreditation/mapped

8590 Level 7 Coaching Supervisors

To confirm 8590 Level 7 Coaching Supervisors Certificate and Diploma will not be retired and has been extended.

SIG for coaching and mentoring





Fee review
1st September 2024



Price Changes from September 2024

For ILM customers, we will be maintaining the current minimum spend level of £2,500. For this financial year we will not be introducing an annual approval fee.

More information can be found here:

[New approval charge and price changes from 1 September 2024 - News | City & Guilds \(cityandguilds.com\)](#)



9. Upcoming Webinars and Events



9: Webinars and events



**Final Quarterly Webinar:
2nd October 2024**
Register [here](#).



Level 3 and 5 Webinars:
support to implement the newly revised Level 3 and 5 Standards in Leadership and Management.
Session 1: 29th August 9-10am
Session 2: 17th Sept 9-10am
Session 3: 2nd October 10.15-11.00.



2024/2025 Webinars.
January 29th 2025
April 23rd 2025
July 9th 2025
October 15th 2025



Coaching Special Interest Group
(meets every 6-8 weeks)
Contact Julie.
Julie.Rowlett@cityandguilds.com

Please complete our survey at the end of the webinar to add your thoughts for other events

10. Questions



Keep up to date and keep in touch

Our next quarterly update is 2nd of October.

Register [here](#)



[Sign up to receive funding and leadership and management updates](#)



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Thank you

