

Level 3 and Level 5 Diplomas: FAQs

These FAQs will be reviewed and added to regularly.

Please re-visit our webpage regularly to see additional questions. **Last updated 03.03.22**

Question	Answer
APPROVAL	
How long does it take to gain fast track approval for these new qualifications?	If all the information is provided and the form is fully completed, then your approval should be completed within a few days.
Do we need to get accreditation to deliver these new qualifications, if we are already delivering the current qualifications?	Yes, you do need to gain approval for these new qualifications, however if you are already approved to deliver 8410 and 8420 then this is free of charge and can be done by completing the fast-track form. Level 3 Diploma for Team Leaders Level 5 Diploma for Operational Leaders and Managers

ASSESSMENT	
Do we need a results sheet, if we are adding learner feedback directly to learning assistant via the contact tab?	The EQA will need to see how an assessment decision has been made, so this detail needs to be available to them. It doesn't have to be a separate Results Sheet. Centres must ensure that learners are assessed against the Assessment Criteria and the Assessment Requirements (Sufficiency) so you may find the Results Sheet helpful.
Can we still use scenarios with the diploma for managers qualification?	There isn't any change to the assessments for 8410 Level 3 Diploma for Managers and 8420 Level 5 Diploma for Leaders & Managers.
Do all the examples in the Depth need to be covered?	The Depth is what we think a learner needs to understand/be able to do. We have provided examples of models, theories etc. You can use whichever you prefer to give learners. You will need to ensure that you have covered enough models/theories to enable the learner to meet the Assessment Requirement. The Unit section of the Qualification Handbook explains this.
When will learning assistant be updated?	Learning Assistant is available for 8411 Level 3 Diploma for Team Leaders and 8421 Level 5 Diploma for Operational Leaders & Managers
What is your recommendation for the 5 units at level 3 that connect to the Professional Discussion?	Level 3 - The five which connect through to the Professional Discussion, could be assessed by Portfolio for the qualification. This Portfolio could then be reviewed and submitted at Gateway.
Is the assignment word count mandatory or just for guidance?	The word counts and recording lengths are recommendations to help learners. They are not mandatory, and should be adjusted if learners combine formats e.g., partial written, partial presentation.
Can the diploma assignments be used in the apprenticeship standard?	The qualification assessments (Portfolio and/or Unit Assignment) cover all of the Apprenticeship Standard (KSBs) and the Pass Grading Descriptors. The qualification assessments are separate from the End-point Assessment (EPA), although they can be used where a Portfolio of Evidence is required at Gateway.

	The Portfolio of Evidence is not assessed during EPA.
Will there be any on-line knowledge tests for the L3 like there is for the current Diploma for Managers?	There are no on-line knowledge tests in these new diplomas. This decision was taken because there are no on-line knowledge tests within the EPA.
Can the actual project (not just the project proposal documentation) be started before Gateway, to mitigate the risk that a suitable project may not naturally arise after Gateway? If so, could the Project proposal Summary be submitted/agreed before Gateway?	<p>8421 Level 5 Diploma for Operational Leaders & Managers:</p> <p>During the on-programme part of the apprenticeship, the apprentice should undertake activities to apply their knowledge of project tools and processes. The evidence for the qualification assessments could be taken from multiple smaller projects, or one large project.</p> <p>The Project Proposal Summary is only agreed as part of the Gateway process.</p> <p>The Project for the Level 5 Operations/Departmental Manager Apprenticeship (End-point Assessment) can only be undertaken after Gateway, so the Employer must find an appropriate Project for the apprentice to work on once they are ready for EPA.</p> <p>Any project work undertaken before Gateway cannot be used as evidence for the EPA Project Proposal.</p>
Is it expected that the methods you stated in the handbook must be used or can it be assessed in a different way?	We have created a choice of two assessment methods for the qualifications: Portfolio and Unit Assignment. Centres can follow the ILM Flexible Assessment policy and process if you wish to use alternative assessment methods.
Can the assignment outcomes be built into a portfolio?	Yes, however, be careful to help an apprentice understand which units and evidence connect to each EPA assessment.
How do the different assessment methods differ?	The Portfolio and Unit Assignments are very similar - both require evidence of knowledge, application of skills and behaviours by providing work-product (depending on the Learning Outcomes and Assessment Criteria for that unit). The Unit Assignments are structured around each individual unit.

DELIVERY	
Are there examples of/pointers to, workshop activities, e.g. 'action learning sets', etc?	In the guidance for delivery for each unit there will be examples of activities, that can be carried out to support the delivery of content.
Why have these qualifications been set as pass/fail and not graded qualifications?	<p>When developing qualifications, the content is set based on the minimum requirement for the role, industry and level, anything which is additional is not included as part of the content. In these qualifications one of the assessment methods is the portfolio, which is always proving to be challenging to grade. Usually portfolios are set to Pass/Fail for this reason.</p> <p>Within the assessment requirements (sufficiency) the minimum to be evidenced is clearly stated, but there is nothing to stop learners to aim towards distinction if they are also doing the apprenticeship. In this case they will need to look into the distinction descriptors within the assessment plan and could also explore for instance the scope of examples available within the depth range which are only set as examples within the qualification handbook.</p>

	From the consultation with customers there was no evidence on the need of graded qualifications.
Do the diplomas have to be used as embedded qualifications within the apprenticeship standard EPA or is it optional as something to base the standard on?	There is no requirement for a qualification to be offered as part of the apprenticeship. The benefits are however two-fold, to provide the learner with an ILM qualification and to provide confidence that all KSBs within the standard have been covered, giving confidence the apprentice is ready for EPA.

EPA	
Can project proposal created in gateway be based on the project done previously but now rolled out in a different division/ department or team?	The Assessment Plan is very clear that the project proposal must be undertaken after the apprentice has gone through the gateway. The learner would need to be proposing a project that had yet to be implemented.
What support can a provider give a learner post Gateway?	The apprenticeship assessment plan is very clear under roles and responsibilities on what is permitted. Here is a link to the Level 3 Assessment Plan Here is a link to the Level 5 Assessment Plan

GENERAL	
If we missed the first session, can we get a copy of the recording?	The recordings are on our website and can be found here
Have these replaced the current VRQs?	These qualifications 8411 and 8421 are brand new and do not replace any existing qualifications so the VRQs currently available as Awards, Certificates and Diplomas have not changed.
When will 8410 and 8420 close to new registrations?	In order to give our approved centres the most flexibility and time to transition we are not planning to close 8410 and 8420 in the near future. However, when registration volumes drop to very low volumes we will consult with approved centres and assess whether to close 8410 and 8420.
Are these handbooks available for both qualifications?	Both handbooks are available on the ILM website. Level 3 Diploma for Team Leaders Level 5 Diploma for Operational Leaders and Managers

RESOURCES	
Will there be any resources to support curriculum development?	We have re-developed our workbooks to support delivery. They cover all the knowledge for the standard and Diplomas.
Will these qualifications be available on Get to Gateway?	Yes, they will. It is our plan to action this in the next few weeks once all the workbooks are ready.

Do you have a date for the release of the new Workbooks	We will be making them available during March - as each workbook is finalised it will be released.
What are the prices for the e-Workbooks?	Per Learner L3 £125, L5 £155. One-year unlimited licence L3 £12,250, L5 £15,500. For all ILM fees please download our comprehensive Guide to Fees .
Will we have to pay a separate license for the new workbooks? Or will our current license cover both old & new workbooks?	Yes, these are a different product to the 'old' workbooks and so they would be charged for separately.