Technical specifications for

City & Guilds Level 3

Certificate in Leadership (8603)

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**Note:** This a qualification specific document and should always be read in conjunction with the Supporting Notes for ILM VRQs document available at [*www.i-l-m.com*](http://www.i-l-m.com)or from ILM Customer Services (*customer@i-l-m.com*)and the ILM Customer Handbook. All ILM qualifications are awarded by The City and Guilds of London Institute.

**Qualification Purpose and Aim**

**Who are these qualifications for?**

This qualification is designed for learners who have some management experience but no leadership training. It is ideal for individuals seeking to enhance their people-leading skills, for example a team leader who wants to move to the next level of management.

**Benefits for individuals**

* Understand leadership styles and the effect they have on people
* Identify and assess your own leadership style, using real feedback from your teams
* Find out how to use action learning; carry out your own action learning plan to develop your leadership skills
* Work on your communication skills and ability to align your team with your organisation’s goals and vision.

**Benefits for employers**

* Support managers in gaining crucial soft skills and confidence
* Increase motivation and alignment with organisational aims
* Build happier and more productive teams
* Invest in future leaders of your organisation – give managers the tools and motivation to self-develop.

This qualification comprises of three mandatory units which introduce leadership styles, motivation techniques, and the planning and implementation of action learning plans. Learners will then review the effectiveness of their action learning and set goals for their continuing development as a leader.**Progression Routes**

These qualifications will provide progression opportunities to a range of qualifications such as:

|  |
| --- |
| **Level 3 Certificate in Leadership** |
| * Level 3 Diploma in Leadership and Management * Level 4 Certificate in Leadership and Management * Level 4 Diploma in Leadership and Management |

**Qualification Specific Occupational Competency Requirements**

Centres must ensure they have competent and suitably qualified staff involved in teaching, learning and assessment of ILM qualifications.

Generic occupational competency requirements are listed in the *Supporting Notes for ILM VRQs* document which is downloadable from the ILM website [*www.i-l-m.com/centres*](http://www.i-l-m.com/centres)

**Qualification Structures and Details**

**Level 3 Certificate in Leadership**

|  |  |
| --- | --- |
| Qualification Accreditation No: | 600/5788/9 |
| Planned Operational Start Date: | 01/09/2012 |
| Credit Value: | 14 credits |
| Induction: | At least 2 hours |
| Tutorial Support: | Minimum 4 hours |
| Guided Learning Hours (GLH): | The overall guided learning hours for the programme depends on the specific units selected, combined with the additional induction and tutorial support cited above. |
| Duration: | To be completed in 3 years |
| Rules of Combination: | Learners must gain 14 credits to achieve this qualification. They must achieve all 3 units from group 1 (300, 301 and 302).  **Refer to the overview of units table.** |
| Assessments: | Criterion assessment applies to all units within this qualification (i.e. the learner must adequately evidence each assessment criterion). For further details see the ILM recommended Mark-Sheet for each unit. |

**Overview of Units**

**Group 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit Code** | **Unit Title** | **Level** | **CV\*** | **GLH\*\*** |
| 8603-300 | Understanding Leadership | 3 | 2 | 6 |
| 8603-301 | Leading and Motivating a Team Effectively | 3 | 2 | 7 |
| 8603-302 | Developing Own Leadership Capability Using Action Learning | 3 | 10 | 30 |

\*Credit Value

\*\* Guided Learning Hours

**Flexible Assessment – Alternative Ways of Assessing**

ILM provides ready-made assessment instruments/vehicles (e.g. assignment tasks) for every unit. **These are not mandatory.** Using ILM’s flexible assessment approach, centres can develop their own assessment instruments. Please note this does **not** include changing the criteria, just the method by which they are assessed.

There is a range of alternative methods (please refer to the ‘ILM Guide to assessing’, currently sections 6 and 7). It might be as minor as adjusting the ILM assignment task to contextualise it to a specific employer/situation. More significantly, a centre might use assessed presentations or professional discussions in order to reduce the writing requirement. However, before using a centre-developed assessment instrument, **you first need approval from your ILM Quality & Compliance Manager**.

Centres are also encouraged to combine the assessment of two or more units into an integrated assignment. This reduces the number of assessments and, with astute choice of units, integration can also reduce the amount of assessment. Any integrated assignment can also be assessed using an alternative method as above.

This of course has implications for the marks. When different sized units are integrated, especially from different levels, calculating marks for each assessment criterion is less than straightforward. Some Centres avoid this by using the separate ILM mark sheets. However this misses some of the benefits. Another option is to not use numerical marks at all and combine the mark sheets and simply mark each criterion as pass/refer.