

STUDYING THE ILM QUALIFICATION BY DISTANCE LEARNING

Why study ILM Distance Learning?

As a distance learning student, you can begin studying for your qualification at any time during the year, our fully comprehensive ILM distance learning packages include all you need to start preparing for your ILM assessments.

The ILM qualification is open to practising or aspiring front line managers seeking the knowledge and understanding to improve their effectiveness in the workplace, looking to progress in their current management role or are experienced managers who would like to gain a formal higher level qualification or further.

The benefits to managers are wide ranging these are:

- The crucial skills and knowledge required for improved performance in the workplace
- Enhancement of your earning potential
- Improved CV and career prospects
- A nationally recognised management qualification
- Ongoing support from the Institute.

How do I study ILM?

There are a range of qualifications that you can choose from depending on your supervisory and management skills. These include:

ILM Level 2 Team Leading Award

- Developing yourself as a team leader
- Developing the work team
- Using information to solve problems
- Workplace communication

ILM Level 2 Team Leading Certificate

- Developing yourself as a team leader
- Developing the work team
- Using information to solve problems
- Workplace communication
- Motivating the work team to perform
- Planning and monitoring work
- Dealing with change in the workplace
- Diversity in the workplace
- Leading your work team
- Managing Yourself

Level 3 First Line Management Award

- Solving Problems and Making Decisions
- Building the team
- Planning to work efficiently
- Managing Performance
- Understanding the communication process in the workplace

Level 3 First Line Management Certificate

- Solving Problems and Making Decisions
- Building the team
- Planning to work efficiently
- Managing Performance
- Understanding the communication process in the workplace
- Understanding change in the workplace
- Planning change in the workplace
- Achieving objectives through time management
- Introduction to leadership
- Motivating to perform in the workplace
- Developing yourself and others

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- Managing conflict in the workplace
- Coaching and training your work team
- Understanding organisations in their context
- Influencing others at work

At both levels, it is also possible for students who have previously completed the Award to 'top-up' to the full Certificate.

How do I register with the ILM?

We will register you directly with the ILM and for your assessments. You will receive confirmation details directly from the ILM, saving you time.

How do I contact the ILM?

By post

ILM, Stowe House,
Netherstowe, Lichfield,
Staffordshire
WS13 6TJ

Tel: 01543 266867

Email

membership@i-l-m.com

Web

www.i-l-m.com

How will I be assessed?

All units for the ILM qualification are assessed by either:

- Reflective review – of your knowledge and understanding
- A work based assignment – to show application of knowledge to the working environment
- Short answer questions – to demonstrate your knowledge and understanding
- A mini project/case study – to demonstrate the application of knowledge

How long will it take for me to complete?

Kaplan distance learning courses allow you the flexibility to study at a pace that suits you and your commitments, on average students can complete this qualification in 6-12 months.

What is included in my Distance Learning package?

Our distance learning packages include all the support and resources you require to complete your qualification successfully, please refer to page 7 in the Kaplan distance learning brochure for a fully comprehensive list of what is included.

In addition our distance learning package for ILM will include:

- Free access to the ILM's online learning resource (E-books, E-journals, book summaries, reading lists and much more) for one year
- Access to local management branch networks, to broaden your experience and enabling you to share best practice with other managers
- A folder to organise your studies

How do I contact Kaplan Distance Learning?

By post

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Email

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