



Level 5 Certificate in Leadership and Management Skills



Develop your leadership and management

ONLINE!





In partnership with



CERTIFICATE NO. 33032

ConstructionSkills in partnership with the National Construction College, ibp academy and Progress International, has developed a new concept in accredited learning. By blending online learning with a practical development activities and ongoing feedback, we have created a programme that: -

- **You can complete at your own pace**
- **You can access at any time**
- **Can provide you with a recognised leadership and management qualification**
- **Can gain you direct access into year 3 (final year) of the BA Business and Enterprise from Edinburgh Napier University.**

We have answered a number of frequently asked questions to provide you with an insight into this innovative, results driven programme. For more information, please call Brenda Emslie at ibp academy on 01475 676116.



What's the programme all about?

It is a programme for people wishing to enhance their personal and professional development. It has been designed to help you:

- Develop your leadership and management capabilities
- Put them into practice in real situations
- Deliver results for yourself, the people around you and your organisation.

The programme is very flexible and provides you with real opportunities for development. It can be delivered entirely online, although there are opportunities for you to interact with other people, both tutors and fellow learners, if you feel it appropriate.



What does it aim to do?

The aim of the programme is to give you the foundation for your roles as a leader/manager in a business or organisation. It will do this by developing a range of leadership and management skills, both formally and through your own self-directed efforts.

By the end of the programme, you should be able to:

- Appreciate the nature of your role and what it takes to perform it effectively, in a leadership context
- Develop your own knowledge and application of leadership as required within your role and situation
- Manage projects that achieve results for your organisation and yourself
- Develop and lead teams within your role and situation
- Develop individuals within your area of responsibility.



What is the Qualification and what can it lead to?

Successful completion of the programme will lead to the Institute of Leadership and Management (ILM) Level 5 Certificate in Leadership and Management Skills. This is a Vocationally Related Qualification (VRQ) that carries credits within the four national qualifications frameworks within the UK. It also provides you with direct entry to year 3 (final year) of Edinburgh Napier University's BA Business and Enterprise, which is delivered through workplace based learning.



How is the programme delivered?

The programme is split into modules, which are designed to last around 4 weeks. Of course, because the programme is flexible, you can work more quickly or slowly through them. We recommend you try to keep to the 4 week timescales. Trying to move more quickly may mean that your personal development has not had a chance to bed in and slowing down might reduce momentum and motivation. Modules are supported by action learning delivered at a suitable location. This allows participants to share experiences and learn from each other.

The five 'modules' to the programme are called:

- Understanding the leadership role of managers
- Assessing your own leadership capability and performance
- Leading teams and managing individual development
- Managing and leading projects
- Evaluating development and project outcomes.

Each module is delivered through a combination (or 'blend') of activities. These are:

- Completion of a series of eBriefings. This is online learning that is delivered to your email box, which you can study either from the email or online. They will give you a solid background in the knowledge requirements of the unit
- Completion of set readings. These are taken from the ILM online library. There will be a minimum reading requirement – say a chapter – but there will also be guidance on other readings and activities you might want to undertake
- Viewing of an online video-based learning activity, taken from the Harvard Manager series. These high quality video based materials will be streamed direct to your desktop.
- Completion of a reflective diary/assignment. You will be expected to complete a reflective diary. In this, you will:
 - Reflect on what you have learned, done and achieved while completing the module
 - Decide on what you want to learn from the next module
 - Reflect on the feedback you have received from your tutor/assessor

Reflective Learning has been proven to be a very powerful tool and one that can be used to great effect long after you have successfully completed this programme.



What benefits can be expected from the programme?

Expected benefits might include:

- For you
 - Increased leadership skills that you can take with you into both your current situation and into new ones
 - The ability to reflect on what you do and improve it
 - The ability to deliver more effective results
- For your organisation
 - A more effective leader and manager
 - Tangible results from the activities and projects you deliver, both during and following on from the programme
 - More capacity to deliver its core activities
 - Significant reduction in employer costs
- For stakeholders
 - Achievement of their aims
 - Progression towards their visions



What do I do next ?

You can decide to do nothing and remain where you are, with what you have, with no further aspirations, or, you can decide that you want to take hold of your future and make things happen for yourself personally and for your professional career.

The first step on the ladder to achievement is to contact Brenda Emslie at our partners, ibp academy, by e-mailing b.emslie@ibpacademy.com or, if you prefer to talk with one of the programme team, call: 01475 676116



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