



The ILM Level 3 Diploma in Management (Combined Qualification) is ideal for individuals looking to take their first step into line management and for those who already have some management responsibilities. This combined knowledge and competency based qualification will build and develop new skills to enhance their management career. The qualification also forms part of the ILM Level 3 Management Apprenticeship.

Job roles suitable for a Level 3 qualification:

- Section manager
- First line manager
- Assistant manager
- Trainee manager
- Senior supervisor
- Junior non-commissioned officer

Course Delivery

Assessment will take place via blended learning and you will be supported by a training officer who has industry experience. You and your training officer will have a session at least once per month, which will include online training sessions or on site visits for up to 4 hours, we tailor the course to your needs. If you need to do your essential skills this will be done towards the beginning of your course and can include weekly visits from an essential skills tutor.

Entry Requirements

If an apprentice has not already achieved Level 2 English, Level 2 Maths and Level 2 Digital Literacy they are expected to study for them and take the tests via our Essential skills program, which will develop and ultimately demonstrate the apprentices ability to use English, Maths and Digital Literacy.

Employers see these skills as essential, and by holding this qualification apprentices are showing they have the ability to apply them in work situations.

Recommended time on programme

17 Months

CONTACT OUR BUSINESS DEVELOPMENT TEAM ON

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Mandatory Course Units

UNITS
Manage Personal and Professional Development
Manage Team Performance
Principles of Leadership and Management
Principles of People Management
Principles of Business

Group A

UNITS
Promote Equality, Diversity and Inclusion in the Workplace
Manage Individuals' Performance
Manage Individuals' Development in the Workplace
Chair and Lead Meetings
Encourage Innovation
Manage Conflict within a Team
Procure Products and/or Services



8621-312	Implement Change
8621-313	Implement and Maintain Business Continuity Plans and Processes
8621-314	Collaborate with other Departments
8621-315	Support Remote or Virtual Teams
8621-316	Participate in a Project
8621-403	Develop and Maintain Professional Networks
8621-401	Develop and Implement an Operational Plan
8621-404	Encourage Learning and Development
8621-406	Discipline and Grievance Management
8621-402	Develop Working Relationships with Stakeholders
8621-408	Manage Physical Resources
8621-409	Manage the Impact of Work Activities on the Environment
8621-410	Prepare for and Support Quality Audits
8621-411	Conduct Quality Audits
8621-412	Manage a Budget
8621-413	Manage a Project
8621-414	Manage Business Risk
8621-415	Manage Knowledge in an Organisation
8621-416	Recruitment, Selection and Induction Practice
8621-417	Manage Redundancy and Redeployment

Group B

REFERENCE	UNITS
8621-215	Buddy a Colleague to Develop Their Skills
8621-317	Contribute to the Improvement of Business Performance
8621-318	Negotiate in a Business Environment
8621-319	Develop a Presentation
8621-320	Deliver a Presentation
8621-321	Contribute to the Development and Implementation of an Information System
8621-322	Resolve Customers' Problems
8621-323	Resolve Customers' Complaints
8621-324	Gather, Analyse and Interpret Customer Feedback
8621-211	Employee Rights and Responsibilities
8621-208	Health and Safety Procedures in the Workplace
8621-421	Manage Events
8621-423	Review the Quality of Customer Service