

PortalLeadership.

Welsh Government Funded:

ILM Leadership & Management

Level 4 & 5 Diplomas for
Education Professionals



Academi Genedlaethol ar gyfer
Arweinyddiaeth Addysgol Cymru
National Academy for
Educational Leadership Wales

City & Guilds

ilm
Approved
Centre



Take advantage of this Welsh Government funded Management Qualification

The level 4 & 5 Diploma is a Higher Apprenticeship programme that aims to develop your management and leadership skills and techniques through a mixed assessment method, providing you with a qualification that is highly valued within education and internationally recognised across all sectors of industry.

Who is this course for?

The course is designed for all aspiring and current middle leaders; whether you are just starting out on your route towards middle management or are an experienced middle leader seeking to progress on to a more senior role.

Enrolment Process

- Completion of online application
- Literacy, numeracy and digital literacy skills assessment session
- Induction session arranged with your designated assessor around your availability, introducing course content, course tools plus support with your first modules

How is the qualification assessed?

A mixed method assessment approach is used to differentiate for the needs of each individual. This includes online assessments; recorded discussions; VIVA and documented evidence supported by an e-portfolio.

How is the qualification delivered?

Portal has developed a completely unique delivery model to fit around the demanding work schedules of staff within the education sector. You will be provided with the resources, templates and tools you need via our online platform and will be supported by a Management Assessor through both face-to-face meetings and digital collaboration, to ensure delivery and support is fully flexible and personalised to suit your individual needs.

Cost

Funded by the Welsh Government:
£4000-£5000 | No Registration Fee



Time commitment

Course duration: up to 18 months

Independent study: Av. 3 hrs per week
Assessor meetings: Av. 1.5 hrs per month
Essential Skills: Av. 1 day per skill area
Please note course not term time only.



National Occupational Standards for Management



Welsh medium delivery information

As a proud bi-lingual company, we are also able to offer Welsh delivery. All resources produced by Portal are available through the medium of Welsh, however where a Welsh equivalent does not exist websites and published reading materials are only available through the medium of English. Full support from a Welsh medium assessor would also be available.

Qualification Content Overview

ILM Combined NVQ-VRQ Diploma in Management & Leadership

Level 4

Develop & Implement an Operational Plan	NVQ
Developing Critical Thinking	VRQ
Managing & Implementing Change in the Workplace	VRQ
Managing Improvement	VRQ
Provide Leadership & Management	NVQ
Understanding the Management Role to Improve Management Performance	VRQ
Managing Stress & Conflict in the Organisation	VRQ
Develop Working Relationships with Stakeholders	NVQ
Understanding & Developing Relationships in the Workplace	VRQ
Manage Personal & Professional Development	NVQ
Managing Personal Development	VRQ

+ Min 6 optional NVQ units - example units include:

Encourage learning & Development	NRQ
Initiate and Implement Operational Change	NRQ
Manage a Project	NRQ
Manage a Budget	NRQ
Manage Individuals' or Team Performance	NRQ
Collaborate with other Departments	NRQ
Manage Health and Safety in Own Area of Responsibility	NRQ
Resolve Customers' Problems	NRQ

Essential Skills Level 2 or 3 AON, Communication & Digital Literacy

Method of Assessment: Controlled tasks and test

Level 5

Managing Strategic Change	NVQ
Developing Critical Thinking	VRQ
Leading Innovation & Change	VRQ
Managing Improvement	VRQ
Develop Business Process	NVQ
Making a Financial Case	VRQ
Contribute to the Development of a Strategic Plan	NVQ
Provide Leadership & Management	NVQ
Understanding the Management Role to Improve Management Performance	VRQ
Managing Stress & Conflict	VRQ
Managing Own Continued Professional Development	VRQ

+ Min 6 optional NVQ units - example units include:

Establish Business Risk Management Processes	NRQ
Develop Working Relations with Stakeholders	NRQ
Manage Strategic Marketing Activities	NRQ
Recruitment, Selection and Induction Practice	NRQ
Lead the Development of a Quality Strategy	NRQ
Lead the development of a Continuous Improvement Strategy	NRQ
Manage Information Systems	NRQ
Developing Sales Proposals	NRQ

Essential Skills Level 2 or 3 AON, Communication & Digital Literacy

Method of Assessment: Controlled tasks and test

Learner Benefits

- Enhance your understanding of specific leadership & management techniques to improve your practice and enhance school performance
- Gain formal accreditation for skills you are already showing competence in, whilst developing new skills and gaining experience of leadership and management in relation to your school role
- Enhance your CV for competitive advantage in the jobs market with a recognised leadership & management qualification that is transferable across multiple professions
- Flexible learning approach, working around you and your commitments

Since undertaking the ILM the member of staff has delivered highly effective whole school improvement through a variety of areas. She has grown in confidence and now has the belief she can progress to more senior roles. The course was run extremely well and the support has been excellent. I would highly recommend the training.

James Harris - Headteacher, Maescywmmmer Primary, (EAS)

I have been very impressed by the organisation of the Portal ILM course and the support received. Staff have seen improvements in their practice and leadership strategies, which have been utilised to lead whole school initiatives effectively. There has been a noticeable improvement in their ability to support growth and system wide leadership.

Amanda Williams - Headteacher, Park C.P. School, (GWE)

School Benefits

- A high quality CPD opportunity at no cost to the school
- A training programme that does not take teachers out of the classroom
- Develops the management and leadership skills of your staff
- Encourages strategic thinking which contributes to school improvement
- A valuable personal development tool for staff who are looking for the next step in their career

The work undertaken as part of the ILM has been used as a driver for change. The impact of skills developed through the programme can be seen through focussed department teams, with effective leaders who delegate appropriately and create a team ethos. The course has developed middle leaders in particular to be far more independent and proactive.

Liz Curson - Assistant Headteacher, Ysgol Cwm Brombil, (ERW)

Completed by both teaching and non-teaching staff, the course has been very well received with four staff members gaining promotion to substantive posts since completion. Knowledge gained, particularly in relation to change management, has enabled a range of strategic changes within the learning and teaching of the whole school, strengthened collaboration and allowed for continuous professional learning opportunities.

Rob Bruton - Assistant Headteacher, St Cyres School, (CSC)

Next Steps

To request more information or to schedule an information session with our advisor please get in touch:

Frances Lee

07958 669560 frances.lee@portaltraining.co.uk

Phil O'Brien

07713 287957 phil.obrien@portaltraining.co.uk

Portal

Office: info@portaltraining.co.uk | 02920 474 060 | www.portaltraining.co.uk