



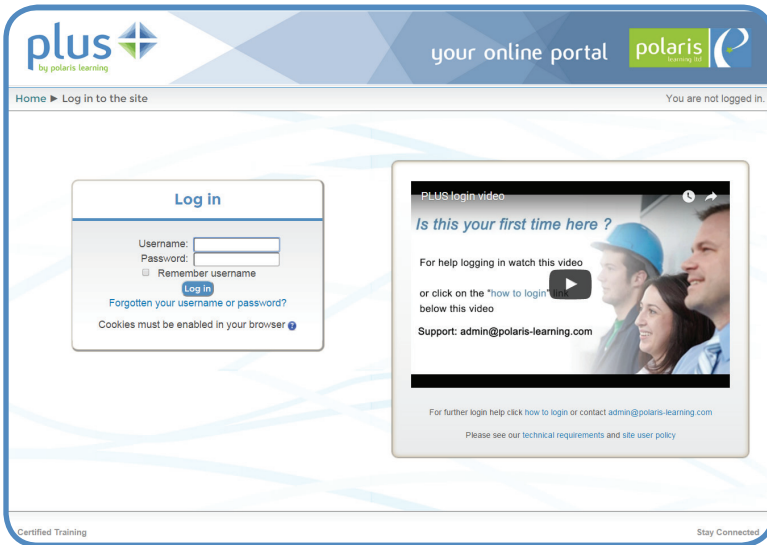
LEADERSHIP & MANAGEMENT DEVELOPMENT

ILM QUALIFICATIONS AND AWARDS ONLINE VIA PLUS

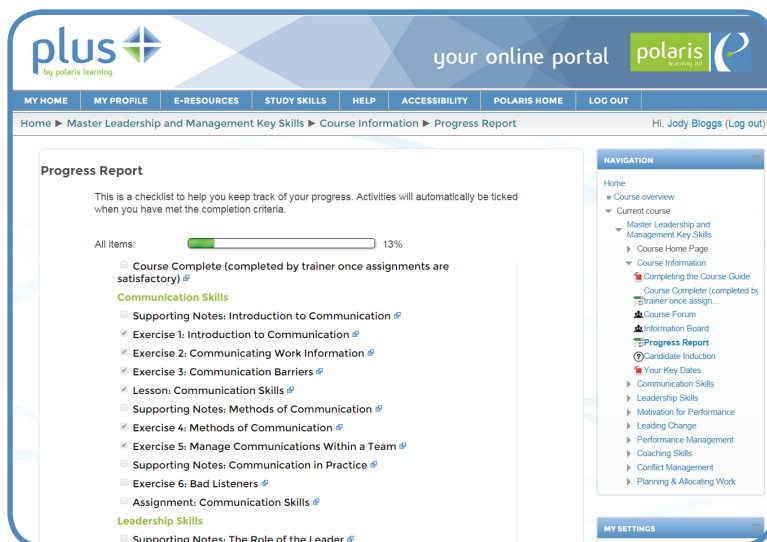
TO HELP SUPERVISORS AND MANAGERS DEVELOP AND SUCCEED



OUR ONLINE AND BLENDED LEARNING PORTAL PLUS



LOG IN PAGE OF SITE



LEARNER PROGRESS REPORT



RANGE OF MEDIA ACTIVITIES

ILM QUALIFICATIONS AND ENDORSED AWARDS

AN OVERVIEW

WE OFFER A RANGE OF ILM QUALIFICATIONS FROM LEVEL 2 TO LEVEL 5 AS WELL AS OUR OWN ILM ENDORSED AWARDS.

IN THIS DOCUMENT WE WILL BE FOCUSING ON THE LEVEL 2 AND LEVEL 3 QUALIFICATIONS AND THE ENDORSED AWARDS.

ILM QUALIFICATIONS

ILM Level 2 Award in Leadership & Team Skills
ILM Level 2 Certificate in Leadership & Team Skills
ILM Level 3 Award in Leadership & Management
ILM Level 3 Certificate in Leadership & Management



ILM ENDORSED AWARDS - AN OVERVIEW

Our endorsed awards are designed to meet the needs of supervisors and managers who need to develop their leadership and management knowledge and skills, but who would benefit from more practical workplace assignments than the ILM qualifications allow.

This means that although we include theory in the training, we can focus much more on how the supervisors and managers can apply their knowledge to their roles at work. The assignments are focused on the individuals roles at work, making it easier for them to transfer their learning back to the workplace.

ILM ENDORSED LEADERSHIP & MANAGEMENT ESSENTIALS

This qualification sits between an ILM Level 2 Award and an ILM Level 3 Award and is suitable for supervisors and team leaders or employees who will soon be progressing into these roles.

ILM ENDORSED LEADERSHIP & MANAGEMENT EXCELLENCE

This qualification sits between an ILM Level 3 Award and an ILM Level 4 Award and is suitable for middle managers or employees who will soon be promoted to this level.

AN OVERVIEW OF TRAINING AND QUALIFICATION WITH PLUS

▶ ENHANCING THE LEARNER EXPERIENCE

We have designed an online and blended learning experience which works for different learning styles.

Using a range of multi-media, and the support of a Polaris Learning trainer to answer questions, host webinars and provide feedback, we make sure the learners stay engaged.

▶ KEEPING LEARNERS ON TRACK

We appreciate that it is easy to be motivated at the start but some people find it harder to stay on track.

The 'My Progress Report' helps learners to see how much they have achieved, 'Your Key Dates' schedule lets the learner make sure each learner knows where he or she should be against plan, and our 'Client Reporting' tool lets your training manager monitor learner progress.

▶ BUILDING RELATIONSHIPS, DELIVERING RESULTS

We work hard to build a good rapport with each learner, understanding their job role, where they need extra help and supporting them through their qualification.

ILM QUALIFICATIONS AND AWARDS ON PLUS

The screenshot displays the PLUS online portal interface. At the top, the 'plus by polaris learning' logo is on the left, and 'your online portal' and 'polaris learning ltd' logos are on the right. Below the header is a navigation bar with links: MY HOME, MY PROFILE, E-RESOURCES, STUDY SKILLS, HELP, ACCESSIBILITY, POLARIS HOME, and LOG OUT. A breadcrumb trail reads: Home ▶ Master Leadership and Management Key Skills ▶ Communication Skills ▶ Video: Communication in Practice. The user is identified as 'Hi, Jody Bloggs (Log out)'. The main content area features a video player titled 'Video: Communication in Practice' with a video thumbnail showing two workers in safety gear. Below the video are 'Previous activity' and 'Next activity' buttons. On the right, a 'NAVIGATION' sidebar lists the course structure, including 'Master Leadership and Management Key Skills', 'Communication Skills', and various exercises and supporting notes.



QUALIFICATION REQUIREMENTS AND LEARNING APPROACH

WITH PLUS

For the Level 2 and Level 3 qualifications, and our endorsed qualifications, the initial learning starts on PLUS.

The modules we have currently available in PLUS are at the core of all the qualifications for Endorsed, Level 2 and Level 3.

Depending on the qualification, the learner would complete the modules and then as required, they would be supported through blended learning to complete the qualification.

The modules available on PLUS are:

- ▶ **COMMUNICATION SKILLS**
- ▶ **LEADERSHIP SKILLS**
- ▶ **MOTIVATION FOR PERFORMANCE**
- ▶ **LEADING CHANGE**
- ▶ **COACHING SKILLS**

Available soon:

- ▶ **PLANNING & ALLOCATING WORK**
- ▶ **CONFLICT MANAGEMENT**
- ▶ **PERFORMANCE MANAGEMENT**

Please see the following qualification requirements and a visual description of the pathways:

ENDORSED LEADERSHIP & MANAGEMENT ESSENTIALS

Learner commitment: twenty two hours of learning and eight hours of assignments.

Complete five online modules with webinar support, download four assignments in the workplace and submit four assignments.

Please note, there are five assignments to choose from.



LEVEL 2 AWARD LEADERSHIP & TEAM SKILLS

There are a wide range of units available for the ILM Level 2 Award. Based on our experience of working with Team Leaders and Supervisors, we would recommend the following units for this Award.

Minimum 3 credits; maximum 12 credits

EXAMPLE TOPICS

Leading your work team

Understanding change in the workplace

You are required to complete the online learning modules and then complete assignments.



Please note, the learner only needs to complete two modules and two assignments in order to complete the award.

However, if you would like the learners to complete more of the online modules then we are able to offer this at a very low cost.

We would have to charge for additional assignments.

LEVEL 2 CERTIFICATE LEADERSHIP & TEAM SKILLS

There are a wide range of combinations available for the Level 2 Certificate. Most organisations try to achieve a balance when devising a programme between the Team Leader's immediate learning requirements and progression options onto the Level 3 Qualification.

Minimum 13 credits; maximum 36 credits.

EXAMPLE TOPICS

Develop yourself as a team leader

Planning and monitoring work

Workplace communication

Leading your work team

Understanding change in the workplace

Understand training and coaching in the workplace

Understanding leadership

Understanding conflict management in the workplace

You are required to complete the online learning modules, additional reading and activities, and then complete assignments.



LEVEL 3 AWARD LEADERSHIP & MANAGEMENT

We suggest that the choice of units for the Level 3 Award focuses on the management of people and this is reflected in our list of suggested units below.

Minimum 4 credits; maximum 12 credits.

EXAMPLE TOPICS

Understand the communication process in the workplace

Planning change in the workplace

Understanding how to motivate to improve performance

You are required to complete the online learning modules, additional reading and activities and then complete assignments.



LEVEL 3 CERTIFICATE IN LEADERSHIP & MANAGEMENT

The selection of units can be planned out to allow for the benefits that progression offer between Level 2 through to Level 4 with group 2 units, offering both Level 2 and Level 4 units.

We suggest that the group 1 units again focus on topics related to the management of people.

Minimum 13 credits; maximum 36 credits.

EXAMPLE TOPICS

Understand training and coaching in the workplace

Understanding leadership

Understanding conflict management in the workplace

Leading and motivating your team effectively

Planning change in the workplace

Developing yourself as an effective team member

Understanding costs and budgets

You are required to complete the online learning modules, additional reading and activities, and then complete assignments.



PROGRESSION OPTIONS

The ILM Qualification structure has been designed to encourage and enable progression between the levels and qualifications by selecting higher level units within each qualification.

Please see an illustration below showing progression from Level 2, to Level 3 and onto Level 4.



This second diagram demonstrates a model designed for progression from the Level 2 Certificate to the Level 3 Certificate, with different options at Level 2, Level 3 and beyond.



WHAT NEXT?

We can discuss any of the above points with you and help you work out which option best suits your needs.

We can support you with a number of options including online learning with remote support, or training at your workplace.

Please turn overleaf if you would like to get in touch.



www.polaris-learning.com

Polaris Learning Ltd

12 Meadows Industrial Estate, Oldmeldrum, Aberdeenshire AB51 0EZ

T: +44(0)1651 873398

F: +44(0)1651 873999

E: info@polaris-learning.com

**SPECIALIST PROVIDER OF
TRAINING, QUALIFICATIONS & COMPETENCE ASSURANCE**