**Frequently Asked Questions**

**What is the difference between the levels?**

The different levels provide an opportunity for each learner to join at the level which meets their needs in terms of current knowledge, qualification and need for functional skills. It is currently based on assessment of functional skills. Those who are assessed at entry level or level one will join a level one course providing an opportunity to complete their level one qualification in functional skills together with an ILM Endorsed Award. Those who are assessed at level two will join a level two course and complete their level two qualifications in functional skills together with their ILM Level 2 Certificate in Team Leading. Those who already have acceptable qualifications for level 2 functional skills will join a level three course which offers the opportunity to study for the ILM Level 3 Certificate in Leadership and Management, offering 17 credits.

**Can I go directly onto level three?**

Yes, if you have certificates to show you have level 2 functional skills.

**What topics do we cover?**

The topics depend on the level. As the levels increase, the depth studied is greater:

* Level One – self-development, assertiveness, time management, stress management, emotional intelligence, perception management, personality differences, team working
* Level two – planning and monitoring work, developing as a team leader, improving performance of the team, problem solving, understanding and planning change, coaching
* Level three – leadership and management, team dynamics, problem solving, understanding and planning change, training and coaching, developing self and others, communication in the workplace and giving briefings and presentations. There is also one day on motivational interviewing

**How many assignments are there?**

The level one has a reflection for each day which is completed during the workshop and assessment is through one overall reflection. The level two has five assignments, each around 1,500 words. The level three has five assignments, each around 2,000 words and includes a presentation

**How much additional work do I have to do?**

If you attend every study day, the only additional work you will need to do are the assignments. Time taken varies for each learner, however an average of 2-3 hours for each assignment is expected.

**Do I have to do additional research / self-guided learning?**

You are not expected to do any additional research as all information will be provided for you. If you want to do additional research you can do so and you will be provided with useful pointers to signpost you. The only additional work are the ILM assignments and the homework for functional skills

**How many days is the programme?**

The level one programme is five days, level two and level three are six days each

**Do I need to take additional study leave?**

No – you only need to take the workshop days

**What can I do with my qualification?**

There are many opportunities with the qualification. You can transition from level one directly to level two and level three. On completion of level three, you may want to consider other opportunities. The level three provides sufficient credits to access a Nursing Associate programme or Nursing Apprentice or equivalent AHP qualification. For administrators, there may be additional workplace opportunities.

**Is the qualification well-recognised?**

Yes, ILM qualifications are very well recognised within the NHS and beyond. They are part of City & Guilds and the foremost provider of management qualifications in the UK

**Do I have to attend every workshop?**

Yes, we recommend you attend every study day. Each study day is intensive and will help you to understand the material and complete the assignments. We do not recommend as a self-directed programme

**Are there any entry requirements to the course?**

No, however please note that a basic level of English writing and reading skills will be required to complete the course. It is also advisable to have a basic level of knowledge of Microsoft Word and PowerPoint skills as well as some idea of how to use Zoom or Microsoft Teams in case of distance learning.