

Adult Skills Delivery Plan

Leadership and
Management (ILM)

January 2024



To support you with your Adult Skills delivery, we have produced an example delivery plan which focuses on 'Leadership and Management'. The aim is to assist you in designing a flexible delivery programme, which can be tailored to the needs of your adult learners and meet the requirements of the various funding initiatives.*

*The information contained within this delivery plan is provided as a guide and is subject to change. When developing your programmes, we advise that you continue to confirm funding criteria and eligibility with the relevant sources eg: ESFA funding information - qualifications.education.gov.uk/Home/Downloads

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Green Skills for the future

City & Guilds Level 2 Award in Sustainability and the Green Environment

QAN: 610/1201/4

GLH: 30

Level 2 Award in Sustainability and the Green Environment has been designed to provide learners with an introduction to the subject of climate change, sustainability, net zero and the environment as they relate to a green future and can be contextualised to any industry.

Leaders and Managers are increasingly being tasked at all levels to improve business practices and process that achieve their organisational sustainability targets and outcomes. This qualification provides a development opportunity for leaders and managers to be introduced to key subject areas within the broad topic of sustainability and therefore providing greater confidence to take action.

This qualification can be delivered as a stand-alone qualification or added to any of the example programmes illustrated within the delivery plan or other programmes of learning; for example, Bootcamps or Sector-based Work Academy Programmes (SWAPs).



Skills bridge to employment

| Duration (Typical) | Programme Type | Product / Qualification | GLH | Funded | Weighted Rate | Learning Aim Ref | Qual No | PAM* |
|--------------------|---|---|------|-------------------------------|---------------|------------------|---------|------|
| 1 - 4 weeks | Preparing to Work in Team Leading | Level 2 Introduction to Leadership (unit 510) 1 Credit | 7 | AEB / MCA | £50 | A5062712 | 5546-02 | P |
| | | Level 2 Introduction to the benefits to mentoring (unit 512) 1 credit | 7 | AEB / MCA | £50 | H5062719 | 5546-02 | P |
| | | Level 2 Introduction to the benefits to coaching (unit 511) | 7 | AEB / MCA | £50 | F5062713 | 5546-02 | P |
| | | Level 2 Communicating with others in the workplace (unit 504) | 11 | AEB / MCA | £50 | R5062666 | 5546-02 | P |
| | | ILM Level 2 Workplace Communication (unit 265) | 5 | AEB / MCA | £50 | L5039712 | 8000-13 | P |
| | | ILM Level 2 Understanding Effective Team Working (unit 276) | 3 | AEB / MCA | £50 | L5039726 | 8000-13 | P |
| 1 - 4 months | Developing skills for Team Leading | ILM Level 2 Award in Leadership and Team Skills | 6-23 | AEB / MCA | £150 | 6005928X | 8000-11 | P |
| | | Level 2 Introduction to the benefits to coaching (unit 511) | 7 | AEB / MCA | £50 | F5062713 | 5546-02 | P |
| | | ILM Level 2 Award in Effective Mentoring Skills | 14 | AEB / MCA | £100 | 60336924 | 8585-11 | P |
| 4 - 9 months | Enhancing skills in Team Leading | ILM Level 2 Certificate in Leadership and Team Skills | 28 | AEB / MCA | £724 | 6005962X | 8000-21 | P |
| | | ILM Level 2 Diploma in Team Leading | 201 | - | n/a | 60132164 | 8620-31 | P |
| 12 months +* | Working in Management | ILM Level 3 Diploma for Team Leaders | 345 | - | n/a | 61001752 | 8411-12 | P |
| | | Team Leader / Supervisor Apprenticeship (level 3) | N/A | Apprenticeship funding / Levy | £4500 | ST0384 | 9308-22 | P |

Key to terms

PAM – Portfolio / Assessment (Practical/ Knowledge) / Multiple-choice

AEB – Adult Education Budget
Adult LL – Advanced Learner Loan

FCFJ – Free Courses for Jobs
MCA – Mayoral Combined Authority

Example programmes

| Duration (Typical) | Programme Type | Product / Qualification | GLH | Funded | Weighted Rate | Learning Aim Ref | Qual No | PAM* |
|-----------------------|----------------------------------|--|---------------|----------------------|------------------|---------------------|----------|------|
| 4-9 months | Enhancing skills in Team Leading | ILM Level 2 Certificate in Leadership and Team Skills | 28 | AEB / MCA | £724 | 6005962X | 8000-21 | P |
| | | Example unit: Improving Performance of the Work Team | 6 | AEB / MCA | £50 | R5039694 | 8000-251 | |
| | | Example unit: Understanding Change in the Workplace | 8 | AEB / MCA | £100 | H5041739 | 8000-259 | |
| | | Example unit: Diversity in the Workplace | 6 | AEB / MCA | £50 | J5039708 | 8000-261 | |
| | | Example unit: Using Information to Solve Problems | 5 | AEB / MCA | £50 | T5039705 | 8000-258 | |
| | | Example unit: Business Improvement Techniques | 10 | AEB / MCA | £100 | Y5039714 | 8000-267 | |
| | | Example unit: Understanding Innovation and Change in an Organisation | 9 | - | n/a | K5039328 | 8000-301 | |
| | | Example unit: Understanding Training and Coaching in the Workplace | 7 | - | n/a | T5039347 | 8000-317 | |
| | | Example unit: Managing Workplace Projects | 7 | - | n/a | T5039350 | 8000-320 | |
| | | Total GLH | 28 GLH | Total Funding | £724 | | | |

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Example Work Preparation Programme

| Duration (Typical) | Programme Type | Programme Area | AEB Funding |
|------------------------|---|---|--------------|
| 6 weeks – 12 months | Example Programme 2: Work Prep Programme | Core Element | |
| | | Work Placement (175 hours) | £1265 |
| | | Work Preparation Qualification Example: Level 2 Extended Award in Employability Skills - (5546-03) (601/3633/9) | £300 |
| | | Maths, English & Digital Skills | |
| | | Maths Functional Skills (4748) - where level 2 has not been achieved at key stage 4. | £724 |
| | | English Functional Skills (4748) - where level 2 has not been achieved at key stage 4. | £724 |
| | | Digital Functional Skills Qualification (4748) – where the learner does not have a level 1 in functional digital skills, and has been assessed at being below level 1 in digital skills | £336 |
| | | Vocational Taster | |
| | | Level 2 Certificate in Effective Team Member Skills (600/5930/8) | £724 |
| | | Total Funding | £4073 |

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Resources and contact information

Our number one goal is to provide you with an unrivalled level of support, ensuring you have the advice, guidance and resources you need to deliver the best possible experience to your learners.

Our Adult Skills team includes: advisors and subject specialists – dedicated to support with curriculum planning, qualification delivery and understanding on the ever-changing educational environment. A dedicated Account Manager – along with a named contact for all your quality needs.

Get in touch with us to learn more about our Adult Skills provision or more about what City & Guilds and ILM qualifications can do for you or your business.

Contact us now

For enquiries about Adult Skills and digital services contact us:

T: 0192 420 6709

For information on how to become a centre visit [our webpage](#).

E: customersupport@cityandguilds.com

#CGAdultSkills

W: i-l-m.com/assessment-and-resources/adult-skills

For further information and support with our digital learning, learning materials and platforms including; SmartScreen and e-Functional Skills

E: customersupport@cityandguilds.com

W: i-l-m.com/assessment-and-resources/ilm-learning-resources