



Dear Manager

Management Training Spring 2010.

ILM Level 3 certificate in First Line Management

ILM Level 5 certificate in Management

We are running two management courses in conjunction with New College in the Spring of 2010. They will be delivered flexibly over evenings and weekends and be held at a central Wiltshire location.

Both certificates are free standing awards however they are both based upon units from the Diplomas in order to provide a progression route.

The level 3 is for practising or aspiring junior managers who may be team leaders or room leaders and the level 5 is for managers with overall responsibility. To find out more please read the eligibility notes carefully for each award and book your place on the information session by calling **Bright Horizons on 0845 601 2392.**

Date: Monday 8 February

Time: 6pm -8pm

Venue: Devizes Sports Club (rugby ground), London Road, Devizes, SN10 2DL

The ILM Level 3 – Course specifications and entry requirements.

The ILM Level 3 Certificate in First Line Management aims to give practising or potential first line managers the widest choice for their formal development in this role.

This Qualification builds towards the ILM Level 3 Diploma which is more suited to a practicing manager.

Entry requirements

- Candidates need to be employed in an Early Years Setting in Wiltshire
- Minimum 1 Year experience in a supervisory role (Team Leader, Room Leader, Room Supervisor)
- GCSE Math and English at Level c or above, or Key Skills Literacy and Numeracy Level 2, or a commitment to achieve this.

Profile

- In addition to usual day to day practice the Candidate will be carrying out Managerial tasks in which the other team members will not be engaged, e.g. Staff Inductions, Planning activities, Organising and running team meetings.
- Will make decisions about resources but may only have limited budgeting responsibility

- Will inform and be involved with the appraisal system
- Operate with less supervision and more autonomy than others
- First line responsibility to initiate actions in relation to other staff
- Have direct involvement with the long term view of planning
- Have greater knowledge and understanding than their team of the specific requirements of Parents and external agencies
- Work as part of the senior management team within the setting

ILM Level 5 – Course specifications and entry requirements.

The ILM Level 5 Certificate in Management aims to give practising managers the widest choice for their formal development in this role.

This Qualification builds towards the ILM Level 5 Diploma in Management.

Entry Requirements

- Candidates need to be employed in an Early Years Setting in Wiltshire
- Minimum 3 Year experience in a Senior Managers role
- GCSE Math and English at Level c or above is preferred. Candidates without GCSEs' will be expected to achieve Key Skills Literacy and Numeracy Level 2

Profile

- Will have a wide span of organisational control across the setting and will be accountable for the performance of all of those over whom they have control
- As budget holders will have financial accountability
- Responsible for recruiting, promoting or disciplining within defined parameters
- They will engage in direct negotiation with internal and external customers and suppliers
- The effective manager is one that recognises the importance of change and able to plan for and manage change in such a way that those they lead are part of the process
- Have a working understanding and direct involvement of external agencies
- Workforce development – overall responsibility for the training and development of staff
- Direct accountability to ensure all systems, procedures and processes work effectively to meet organisational and legislative requirements.