

# Leading Empowered Organisations



Institute of Leadership  
& Management



Use your LEO course as a  
fast-track to an  
Introductory Certificate in  
First Line Management

3  
level three

# Did you know that LEO courses are recognised by the Institute of Leadership & Management?

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## **Fast-Track your LEO learning and obtain your Level 3 Introductory or full Certificate in First Line Management**

Leading Empowered Organisations (LEO) is used by the NHS to empower clinical staff to facilitate new ways of working, to provide participants with practical tools to perform their roles effectively and to create an environment in which others can grow and develop. This programme has proved very popular, and in 2001 the NHS provided additional funding for the initiative and the programme was extended from clinical to other groups of staff.

Since the late 1990's the NHS has processed over 48,000 staff through LEO and the ILM recognises the need to link this learning to its qualifications and provide opportunities for NHS staff by allowing credit for the study undertaken. The mapping of LEO to ILM's **Level 3 Certificates in First Line Management** provides for up to 21 hours of Accredited Prior Learning (APL).

These 21 hours of APL can be used towards either the short, taster (34 hours) Introductory Certificate, or the full length (160 hours) Certificate in First Line Management. However, there is no exemption from the assessment requirements for either qualification.

The exemption means that in the case of the **Introductory Certificate in First Line Management** those candidates who can evidence attendance on the LEO programme (some rules around current and valid evidence) could be fast-tracked and quickly attain their Introductory Certificate though a further 13 hours of study plus assessment.

‘Leading the way in  
career partnerships’

## **Leading the way in Health and Care Services accreditation**

ILM offers a wide range of nationally and internationally recognised leadership and management qualifications. ILM awards over 80,000 certificates each year - 9,000 of them in the NHS and care-related sectors. As the largest awarding body and career partner for leadership and management qualifications, you can be sure that choosing ILM will give you a worthwhile and recognised qualification.

### **ILM, IHM and AMSPAR**

You can obtain an additional award from the Institute of Healthcare Management or the Association of Medical Secretaries Practice Managers and Receptionists while undertaking your ILM study. This partnership between IHM, AMSPAR and ILM has been developed in response to the increasing number of healthcare workers who need to understand and practice good management and leadership.

Those working with colleagues in multi-disciplinary teams need to be able to lead in their area of expertise and communicate and influence colleagues from clinical and other professions. Communication and people-oriented skills are vital to be able to work with colleagues, patients and carers in an effective way. It is also essential to be able to use physical resources effectively, have an understanding of financial management and be able to exploit the increasing technical possibilities offered by modern IT solutions.

By working together the Institutes believe that they can increase the opportunities for high-quality and relevant management development for healthcare staff, particularly at the lower levels of supervision and junior management that have traditionally been neglected. The partnership provides stepping stones (a skills escalator) for those wishing to develop careers in healthcare management, as well as providing appropriate development for those who, whilst not aspiring to a career in management, need management and leadership skills to fulfil their current roles.

This partnership agreement is the result of significant co-operation between the professional Institutes. It will bring benefits to IHM, AMSPAR and ILM, healthcare organisations and staff and, perhaps more importantly, to patients, carers and other service users.

### **What is the Partnership?**

Initially, the partnership will focus on a joint badging approach, with the ILM qualifications providing the core VRQ at levels 2 or 3 (in the case of LEO, Level 3 Introductory Certificate in First Line Management). On completion of the ILM qualification, provided the content and context guidelines have been followed, students/learners would be entitled to apply for an additional jointly-badged certificate from the Institute of Healthcare Management (IHM). The joint badged awards will be provided on receipt of the appropriate registration fee and evidence that the ILM qualification

has been delivered in a healthcare context (e.g. with tutors/speakers from healthcare, and with assignments/projects undertaken within healthcare organisations and context - contact ILM or IHM for clarification).

Note: Centres need to be approved to deliver the badged awards (they are not retrospective) and both IHM and AMSPAR need to have been notified before commencement of study. Membership at different grades is also available from each awarding body.

## **ILM Membership**

If you would like to develop your management career, introduce yourself to ILM - the professional institute of choice for today's manager.

ILM is unique among professional bodies. Dedicated exclusively to meeting the needs of leaders and managers across all disciplines, it offers a dynamic career development programme for every manager at every career stage. Whether you seek ILM membership to enhance your skills, add to your professional expertise, or develop a wider network of valuable business contacts, you will find that it helps you to fulfil all of your professional aims, stage by stage throughout your career.

Membership of the Institute provides a comprehensive range of personal and professional support including ILM's resource and information centre, local networking events for members, informative and practical articles on management and leadership issues,

advice on career development, presenting a professional image, executive coaching as well as a range of more personal services such as a free legal helpline, discounts on hotels, childcare vouchers, insurance and financial services.

For further information about ILM corporate membership, individual membership and the various membership grades available visit ILM's website ([www.i-l-m.com](http://www.i-l-m.com)) or contact the Membership Team on +44 (0)1543 251346 or by email: [membership@i-l-m.com](mailto:membership@i-l-m.com).



## **City & Guilds Senior Awards**

City & Guilds Senior Awards are relevant to clinical and non-clinical staff with senior level professional qualifications. City & Guilds Senior Awards are one recognised route into ILM membership. Licentiateship (LCGI) and Graduateship (GCGI) meet the requirements for becoming a member of ILM (MInstLM). Membership (MCGI) meets the requirements for becoming a Fellow of ILM (FInstLM).

# Use your LEO course to gain a fast-track Introductory Certificate in First Line Management

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## What do you need to do?

Simply contact your local ILM approved centre (normally within the NHS) and explain that you wish to seek recognition of your LEO programme of studies through the APL route to obtain your **Level 3 Introductory Certificate in First Line Management** by top up studies and assessment. This fast-track route saves almost 60 per cent of the normal study time.

## How can I achieve an ILM qualification?

Register for this recognition via your training or educational establishment, which will be aware of the LEO Accreditation of Prior Learning (APL) route. Your programme of learning will include a full ILM induction, approximately 13 hours of additional study and the usual assessment requirements.

Note: Rules and regulations exist in terms of how long ILM can go back and accredit study, as the learning might be out of date. This is known as knowledge and competence currency. ILM can normally only go back around 3 - 5 years, and this might vary in the light of your particular circumstances. Although 48,000 staff have been through the programme it is only likely to be applicable to those candidates whose learning is current, so you need to act quickly and check with your local ILM approved centre.



‘Over **half a million** managers have **improved** their own performance  
...why not join them?’

**What do  
I do now?**

Contact your local ILM Centre

**The Pathways Group Ltd**

[www.pathwaysgroup.co.uk](http://www.pathwaysgroup.co.uk)

Chris Malpass (Director)  
Tel: 07791 128110

or contact ILM

**T** + 44 (0) 1543 266 867

**F** + 44 (0) 1543 266 893

**E** [customer@i-l-m.com](mailto:customer@i-l-m.com)

**W** [www.i-l-m.com](http://www.i-l-m.com)



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