

The organisation ensures that participants on the programme are briefed and supported.

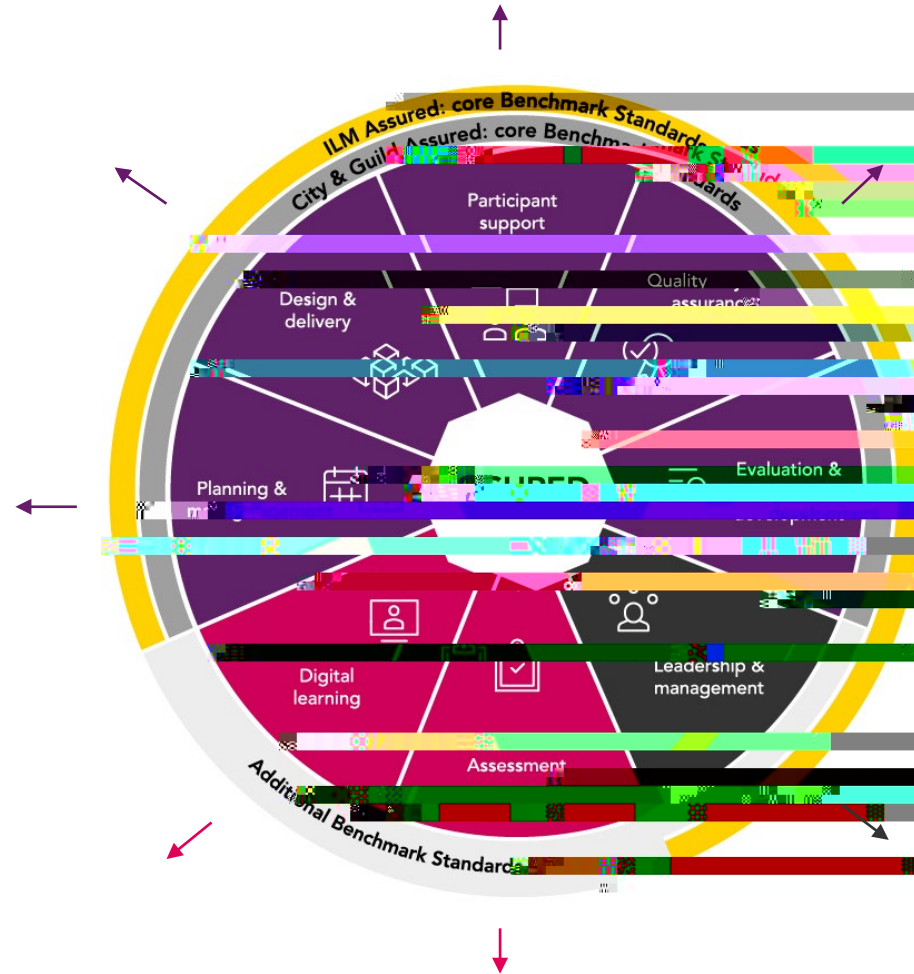
The organisation has effective internal quality assurance procedures in place.

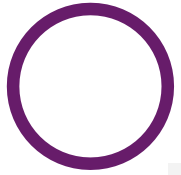
The organisation has effective processes in place to ensure evaluation and continuous development.

The organisation ensures that each leadership and management programme demonstrates the requirements for the ILM footprint: leadership, management, coaching, mentoring and enterprise.

The organisation ensures that each programme with assessment has a robust assessment methodology and this is supported by effective quality assurance procedures.

The organisation ensures that each programme is planned, resourced and managed to meet its purpose and the needs of the intended participants.





The organisation develops each programme to deliver against set objectives.

Programme Aims and Objectives

Aims and objectives provide a clear indication of the content of the learning programme and are reflected in the programme materials:

- Aims
- Objectives
- Structure.

Programme Materials

The organisation has the right to use and distribute the materials as the creator of the materials or, where materials from other sources are used, it has obtained appropriate permissions to use and distribute such materials:

- Written confirmation of intellectual property (if relevant).

Programme Materials

Programme materials are fit for purpose and deliver the learning outcomes at a suitable level for the audience and subject matter:

- Title accurately reflects the content and context of the programme. It cannot be confused with a nationally recognised qualification, and is suitable for use as the title on the certificate and/or credential
- All programme materials reflect the objectives and subject matter.

Programme Materials

The length of the programme, the time allocated for delivery and support for participants is sufficient to enable them to meet the objectives. The materials for each programme clarify:

- Expected learning hours for programme delivery
- Length/time of assessments (if relevant).

Programme Materials

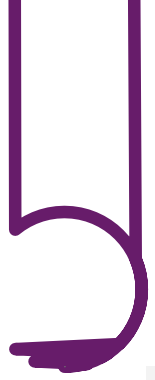
The materials for each programme account for different learning styles and accessibility:

- Documented programme materials demonstrate different learning styles and accessibility in the programme delivery.

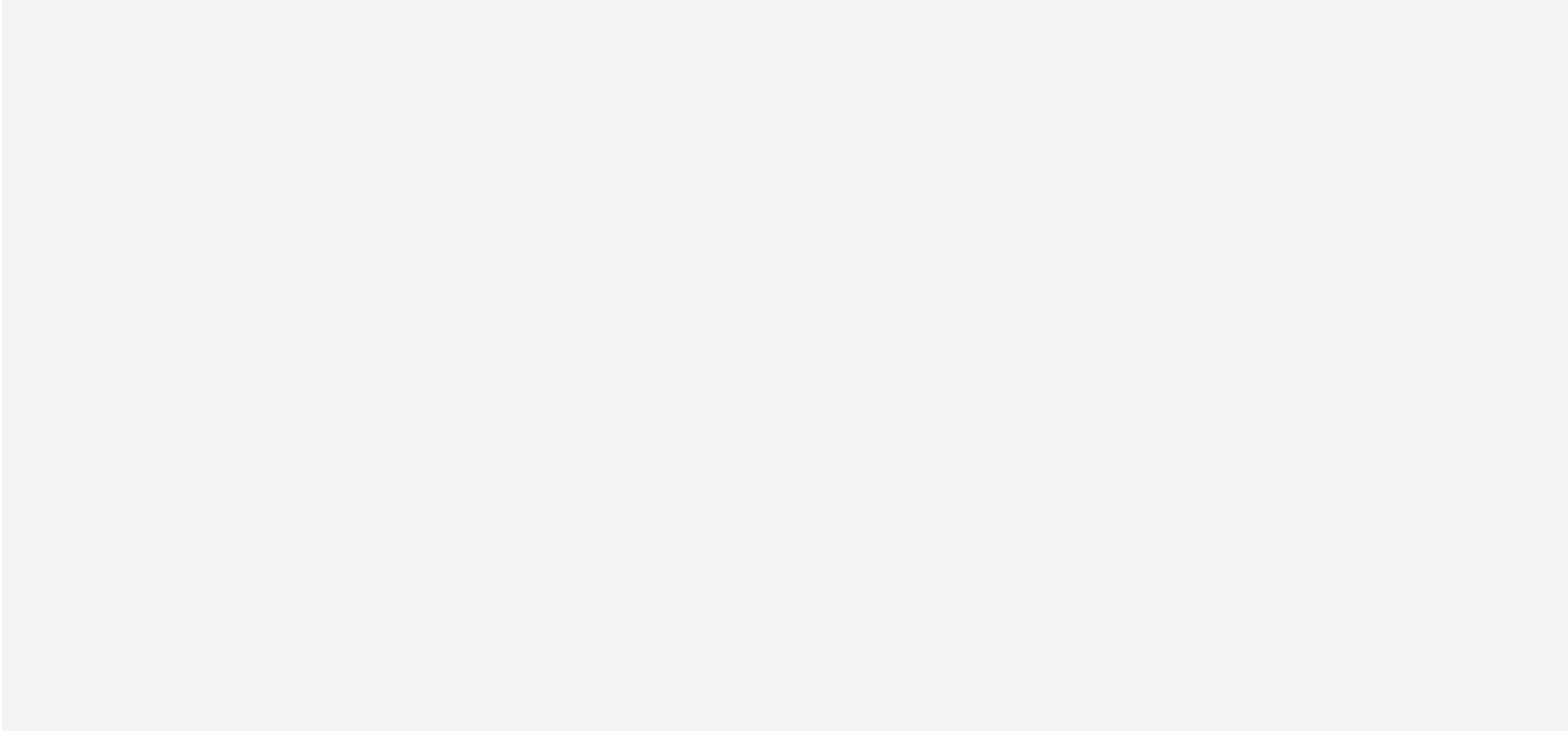
Programme Materials

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The organisation has effective internal quality assurance procedures in place.

Quality assurance

Quality assurance person

There is a named individual with responsibility for monitoring the quality of each programme:

- Name and position of the person responsible for quality assurance of the programme(s)
- Key responsibilities of the named person.

Quality assurance procedures

There are written procedures and supporting documentation for checking and maintaining the consistency of development and delivery:

- Review and approval of content and materials
- Version control of documents and ownership conventions
- Selection of delivery locations (if applicable)
- Delivery monitoring and standardisation activities.

Quality assurance records

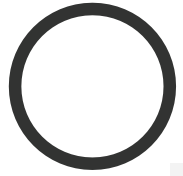
Records are in place to record participant's progress through the programme:

- Procedure in place for tracking registration, attendance, progress and completion
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Quality assurance certificates/credentials

Certificates/credentials are only issued when all delivery (and assessment where applicable) has taken place. Documented procedures for issuing certificates/credentials include:

- Responsibility for issuing certificates/credentials
- Quality checks required prior to issuing certificates/credentials.



▲ The organisation ensures that each leadership and management programme demonstrates the requirements for the ILM footprint: leadership, management, coaching, mentoring and enterprise.

Programme Aim

Leadership and Management

The aim of the programme(s) is to develop leadership and management capability:

- Leadership and management is embedded in all aspects of the programme(s).

Programme Content

Each programme fits within the ILM footprint of leadership, management, coaching, mentoring or enterprise:

- The programme is based on general or specific areas of management and/or leadership, coaching/mentoring or enterprise
- The purpose of the programme is to enhance or develop the knowledge and/or skills of managers, leaders, coaches, mentors and/or entrepreneurs.

Programme Title

Programme title(s) accurately reflect leadership/management content:

- Leadership/management content reflected.



Assessment Methodology

The organisation ensures that each programme with assessment has a robust assessment methodology and this is supported by effective quality assurance procedures.

Assessment Strategy

A valid and reliable assessment strategy is in place:

- The assessment strategy is fit-for-purpose
- The assessment strategy has clear links to the programme aims and objectives.

Assessment Criteria

The assessment criteria are measurable,



Instructional design standards

The organisation ensures that each programme with digital learning is accessible, engaging and incorporates design standards in order to meet programme objectives.

Instructional design standards

Instructional design standards are in place that support the development of a logical framework for learning content.

Instructional design standards

The content and the design of the programme maximises participant interactivity –