



ILM Level 3

Award and Certificate in Enterprise and Entrepreneurship

Who are these qualifications for?

The Level 3 Award or Certificate in Enterprise and Entrepreneurship is designed for potential entrepreneurs to build the skills and knowledge they need to get their new business up and running. They are also ideal for owner-managers who want to run their businesses more effectively.

Benefits for individuals

- Understand the process of setting up a business
- Be clear about your expectations and motivations and the risks involved
- Define your business idea and assess its viability
- Work on your business plan, budget and cashflow forecast
- Know what you need to do to comply with the law and deal with the red tape
- Build skills and knowledge in key areas, including marketing, customer service and finance.

At Award level, there are two mandatory units which focus on preparing for the personal and practical challenges of starting a business and assessing the viability of the learner's business idea.

At Certificate level, there are seven more mandatory units to give potential entrepreneurs a comprehensive understanding of what they need to do to get their business on the ground. The units cover a range of topics including carrying out market research, identifying customer needs, recognising resource requirements, marketing the business, and handling finance issues. Plus, there are a wide range of optional units, so learners can choose to focus on the specific areas that best meet their needs.

Progression

These qualifications will provide progression opportunities to other qualifications such as:

- ILM Level 3 Award, Certificate or Diploma in Leadership and Management
- ILM Level 3 Certificate in Effective Management
- ILM Level 3 Award or Certificate in Coaching and/or Mentoring
- ILM Level 4 Award, Certificate or Diploma in Leadership and Management
- ILM Level 5 Certificate or Diploma in Coaching and Mentoring.

Qualification overview

Qualification title	Credit value	Total qualification time	Structure
Level 3 Award in Enterprise and Entrepreneurship QAN: 600/6102/9	8 credits	80 hours	<ul style="list-style-type: none"> ● One hour induction ● At least two hours tutorial support ● Two mandatory units and choice of optional units*
Level 3 Certificate in Enterprise and Entrepreneurship QAN: 600/6050/5	25 credits	250 hours	<ul style="list-style-type: none"> ● Two hour induction ● At least three hours tutorial support ● Nine mandatory units and a minimum of four additional credits*

*Refer to table below for unit details

Rules of combination

Award

- Two mandatory units and choice of optional units (total credit value of 8)

Certificate

- Nine mandatory units and a minimum of four additional credits (total credit value of 25)

Overview of units

Reference	Unit title	Level	CV*	GLH**	Mandatory***
8141-200	Assessing Own Suitability for Enterprise	2	3	6	A C
8141-301	Assessing the Viability of a Business Idea	3	3	16	A C
8141-302	Developing a Customer Service Focus	3	2	6	C
8141-303	Promoting the Enterprise	3	1	4	C
8141-304	Researching the Business Market	3	3	7	C
8141-305	Resources for the Enterprise	3	2	7	C
8141-306	Understanding the Financial Needs for an Enterprise	3	3	15	C
8141-307	Understanding Legislative and Regulatory Requirements for an Enterprise	3	3	12	C
8141-308	Developing a Business Plan	3	1	3	C
8141-309	Exploring Franchising Opportunities	3	2	6	
8141-310	Understanding Human Resources for the Enterprise	3	2	6	
8141-311	Understand How to Manage Personnel in an Enterprise	3	2	6	
8141-312	Understanding the Requirements of HMRC and PAYE	3	1	3	
8141-313	Understand Marketing and Selling for the Enterprise	3	3	9	
8141-314	Protecting the Enterprise	3	1	3	
8141-315	Understand Stock Control in the Enterprise	3	1	3	
8141-316	Acquiring Business Premises	3	1	3	
8141-317	Working Remotely	3	1	3	
8141-318	Presenting a Business Plan	3	2	6	
8141-319	Understanding the Environmental and Social Impact of the Enterprise	3	2	7	
8141-320	Understanding the Financial Records	3	1	5	
8141-321	Solving Problems and Making Decisions	3	2	9	
8141-322	Planning and Allocating Work	3	2	9	
8141-323	Contributing to Innovation and Creativity in the Workplace	3	2	9	
8141-324	Understanding Customer Service Standards and Requirements	3	2	7	
8141-325	Understanding Conflict Management in the Workplace	3	1	4	
8141-326	Understanding Stress Management in the Workplace	3	1	7	
8141-327	Understanding Training and Coaching in the Workplace	3	2	7	
8141-328	Understanding Quality Management in the Workplace	3	2	6	

*Credit value **Guided learning hours ***A=Award C=Certificate

Contact ILM

The ILM Customer Service Team is dedicated to providing the very best in customer care. If you need guidance on any aspect of leadership and management development, whether at an individual or organisational level, contact ILM.

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All ILM qualifications are awarded by the City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter.

Learning resources

There is a range of materials available to support ILM qualifications through our online portal, Walled Garden, and the ILM website. Contact us to find out more.

Institute of Leadership & Management membership

All ILM learners receive a minimum of 12 months membership of the Institute of Leadership & Management, bringing access to a wealth of resources to support their leadership development.

Our ethos

Our qualifications combine innovative design with a strong focus on workplace performance. We believe this delivers well-rounded managers with a proven ability to perform to the required standards.