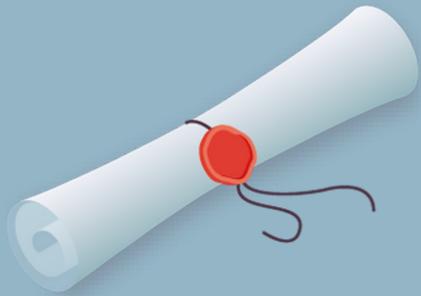




THE INSTITUTE
OF LEGACY
MANAGEMENT



Guide to ILM's Diploma in Charity Legacy Management (DiCLM)

Delivered in Association
with the University of Law



What is the DiCLM?

Welcome to the Diploma in Charity Legacy Management (DiCLM), provided by the Institute of Legacy Management (ILM) in partnership with the University of Law (ULaw).

DiCLM is a distance learning course that is intended to form a bridge between your experience and knowledge of charity legacy administration, and obtaining a qualification which can demonstrate an ability to be appointed to higher management roles. These roles may include directorships and positions requiring senior management of multiple teams.

Who is it for?

The course has been designed on the basis that you have a sound working knowledge and understanding of the core areas of charity legacy administration, and will preferably have completed the CiCLA qualification. The course also takes into account your maturity as an independent learner. Taking responsibility for your own learning, with appropriate guidance and supervision, is fundamental to your development, both on the course and in practice.



What does the qualification cover?

There are three compulsory core modules:

- Charities and Legal Compliance
- Financial Management and Accounting
- Management and Leadership

In addition, Diploma students must complete a further four modules from a choice of the following nine elective modules:

- Trust Law
- Advanced Tax
- Marketing and Fundraising
- Advanced Communication Skills
- Creative Problem Solving and Emotional Intelligence
- Effective Written Communication
- Knowledge Management – improving research skills
- Presenting to Persuade
- The Skilled Negotiator

How can I study for the qualification?

The course is distance-learning so the qualification can be undertaken at your own pace, when and where you like. There is no coursework, but at the end of every module there are self-test questions and answers.

You can choose to study from one module up to a maximum of four modules at any one time, and you must complete seven modules in total to complete the Diploma.

If you choose to study the maximum number of modules at one time (four), please bear in mind that you will be required to complete the assessments for each of those modules before moving on to the next module(s). You will be sent a Module Request form and can select which modules you want to study throughout the course.

To get the most out of the course, and given the level at which you are studying, you will be expected to undertake independent study. This will require research and wider reading. Typically, this will require approximately 2 hours per week per module.



How long does the course take?

This depends on you! The course can be completed within 1 year but, because the course is based on distance learning, you can work at a speed which fits in with you and your other commitments. The intention is for DiCLM to be completed within 3 years maximum.

When can I start the course?

As long as you are an ILM member and you are eligible to register for the Diploma, you may enrol on the course at any time – whenever suits you best – and start your Diploma studies at the next available assessment point.

How is the Diploma assessed?

Assessment type	Marking method	How graded
<ul style="list-style-type: none">• Open book• Take away written submission (within 3 week window)	By reference to assessment criteria with skills guidelines	Mark out of 100

The course materials are provided as a PDF when you make your module choice/s. There are three assessment periods in any one calendar year, currently February, June and October. The dates are set in the preceding year by ILM in partnership with the University of Law.

The ILM will try to provide a revision session for the 3 core modules, which may be a one-to-one session with the tutor (depending on student numbers at any assessment point). Ulaw will offer study support sessions, relevant across all modules.

All Diploma students can register for assessment at any time, when ready to do so. The assessment and revision registration forms are held in the Diploma section of the Members' Section on the ILM at <https://legacymanagement.org.uk/diploma-assessments>



How will my assessments be marked?

The assessments are designed to assess your level of proficiency in the programme Learning Outcomes:

- Knowledge and Understanding
- Intellectual Skills
- Transferable Skills

All three heads of Learning Outcomes are tested in an assessment. A good script is one that shows a good performance against each head of the Learning Outcomes.

When tutors mark assessments, they have reference to Grade Descriptors, which give the following grade levels and, against that grade level, tutors mark to a description of the quality or type of performance that would fall within such a grade level for each of the Assessment Criteria. The pass mark is 50% but a good performance will aim for marks considerably higher than that.

- Distinction (70 – 100%)
- Pass (50 – 69%)
- Fail (0 – 49%)

Is any help available whilst studying for DiCLM?

ILM is delighted to offer a Mentor to every student signing up to take DiCLM.

Mentors are suitably qualified or experienced ILM members or Corporate Partners.

[Click here to read more about the mentoring process.](#) (NB: You will need to create an account [here](#) to register for a mentor).

Re-assessments and re-sit examinations

If you fail an assessment for a module, you will have the opportunity to re-sit that assessment on another occasion. Please note that it is your responsibility to register for a re-sit. Re-sit assessments take place on the same occasions as all other assessments.

What are the benefits of DiCLM?

The focus of the course is on developing skills to enable you to manage, oversee and direct your organisation, successfully, efficiently, and ethically.

This requires not only management skills, knowledge of the law and financial understanding, but also the ability to communicate with colleagues, clients, and others whom you will meet in practice. Furthermore, developing your competency in the skills of research, interpretation of financial documents and communication is paramount.