

# The City Foundation Course

# ILM Level 5 Certificate in Leading with Integrity

Trust | Integrity | Excellence

In partnership with

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VALUES  
FORUM



Cass Business School  
CITY UNIVERSITY LONDON

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## The City Foundation Course

The ILM Level 5 Certificate in Leading with Integrity is a unique qualification designed to equip financial services managers with the core skills and knowledge to achieve commercial objectives in an ethical and sustainable manner.

Commissioned by the City Values Forum, it has been developed in partnership by the Institute of Leadership & Management (ILM) and Cass Business School, with the support of the City HR Association and the Lord Mayor of the City of London.

‘I believe that the City Foundation Course can help individuals and businesses to embed the highest standards of integrity – and all of us to reinforce the long-standing reputation of the City of London for fair dealing.’

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The Rt Hon The Lord Mayor, Alderman Roger Gifford *September 2013*

## Tailored for the City of London

At a time of increased scrutiny and expectation from stakeholders – customers, shareholders and staff, as well as the wider community – organisations across all industries and sectors are seeking to build and enhance the quality and integrity of their management teams.

The financial services industry is no different, and this qualification has been specially designed to support employers across the City of London to establish and maintain a benchmark of ethical awareness and best practice across their businesses, and provide a framework for managers to operate with integrity.

## Embed ethics in your management team

The City Foundation Course is aimed at current or aspiring managers in the financial services sector who are seeking to develop their ethical awareness and behaviour.

Managers create the working environment for their teams and are ambassadors for their organisation's values. This qualification will better equip them with the practical skills and knowledge to ensure that the environment they foster is a positive one, and to recognise and apply ethical considerations in their decision making.

## **A benchmark for good practice**

The City Foundation Course is ideal for organisations of any size and resource level seeking to proactively establish and maintain high standards of professional ethics, values, and good practice across their business.

The qualification provides managers with key ethical leadership skills and awareness, with particular focus on the importance of culture, values and integrity, and providing 'hands on' experience in the handling of ethical dilemmas within a commercial environment.

## **Benefits for employers**

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- ▶ Develop effective and ethical managers, with the proven ability to lead and manage with integrity.
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- ▶ Proactively set a clear benchmark for ethical behaviour and decision making in your organisation.
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- ▶ Challenge managers academically whilst building their practical skills and awareness.
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- ▶ Deliver the City Foundation Course as a stand-alone qualification or easily integrate it to enhance existing training programmes.
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To find out more about the City Foundation Course, and ILM's network of accredited training providers, contact ILM's Director of Business Development, Becky James.

T **020 7294 3058** E [becky.james@i-l-m.com](mailto:becky.james@i-l-m.com)

## Learning relevant to the workplace

The City Foundation Course: ILM Level 5 Certificate in Leading with Integrity comprises two mandatory units, 'Leading with Integrity' and 'Becoming an Effective Leader'. These units cover understanding different forms of integrity; how to address ethical dilemmas, economic, legal and social responsibilities; and how to align these as a leader in the City.

Managers will be equipped with the skills and knowledge to deal with ethical dilemmas, to inspire a culture of trust and lead teams who understand the importance of integrity, and to demonstrate appropriate moral behaviours.

Through a series of practical training exercises including tutorials, dilemma scenarios, case studies and role plays, managers will be able to:

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- ▶ Understand reputational risk – how reputation creates and destroys value at the personal, team, corporate and City-wide levels, and apply this knowledge in their team's work.

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  - ▶ Exercise their supervisory role in fulfilling the obligations of the organisation to diverse stakeholders, especially customers.

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  - ▶ Understand the relationship between regulation, professional standards, corporate values, and personal values and behaviour, and know which bodies are responsible for each.

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  - ▶ Inspire teams to behave in accordance with corporate, professional and City values, and the highest standards of professional integrity.

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  - ▶ Recognise and know how to deal with ethical dilemmas, instilling confidence in new leaders to know when and how to 'speak up' to the appropriate authority.

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  - ▶ Build a values-based career, understanding the business standards of the City.
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**Developed in partnership by:**

**City Values Forum**

The City Values Forum is a working group established in 2011 to deliver the recommendations of The Lord Mayor's Initiative for 2010/11, 'Restoring Trust in the City' and to promote integrity in business in the City of London. The City Foundation Course: ILM Level 5 Certificate in Leading with Integrity is one of several initiatives launched by the Forum.

[www.cityvaluesforum.org.uk](http://www.cityvaluesforum.org.uk)

**Institute of Leadership & Management**

The Institute of Leadership & Management (ILM) is the UK's leading awarding body for leadership and management. Its qualifications are chosen by more employers than those offered by any other awarding body. ILM is committed to the professional development of well-rounded managers with the ability to perform to the highest standards and lead with integrity.

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

**Cass Business School**

Cass Business School is one of the top UK business schools and is consistently ranked amongst the best in the world. It boasts a 40-year reputation for excellence in research and business education, and uses a rigorous yet inspiring blend of theory, practice and cutting-edge research applicable to the real world of global business.

[www.cass.city.ac.uk](http://www.cass.city.ac.uk)

**Supported by:**

**City HR Association**

The City HR Association supports and provides best HR practice to organisations whose activities are directly involved in or underpin the financial services sector. It provides a range of services that support HR activities at all levels, including education and knowledge-sharing, best practice development and toolkits, and HR benchmarking.

[www.city-hr.co.uk](http://www.city-hr.co.uk)

**City & Guilds**

City & Guilds is the biggest name in vocational education in the UK with two million learners working towards a City & Guilds qualification each year. It boasts a heritage of professional excellence in the City and is committed to improving lives, boosting business performance, and shaping the landscape for education in the UK and worldwide.

[www.cityandguilds.com](http://www.cityandguilds.com)

**Lord Mayor of the City of London**

The Lord Mayor is the head of the City of London Corporation, which provides local, policing and other services for the Square Mile. The Lord Mayor's main role is as a dedicated ambassador, supporting and promoting the City as the world leader in international finance and business services.

[www.cityoflondon.gov.uk/lordmayor](http://www.cityoflondon.gov.uk/lordmayor)

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