

**RECOMMENDED STUDY MATERIAL FOR LEVEL 4 DIPLOMA
IFE LEVEL 4 CERTIFICATE IN LEADERSHIP & MANAGEMENT**

(previously Unit 5)
Optional Component

Prices valid from: Sept 2023 - Syllabus for March 2024

Candidates should be aware that this is an **advisory** list for the assistance of students and is by no means prescriptive.

Item No.	Publication	Price excluding VAT	Price including VAT
SYLL	Examination Syllabus - Level 4 Diploma		
211	Management Theory & Practice	R835.00	R960.25
336	Leadership & Management Resource 2018 printed version or IFE website free download (see link below) (copy on download)	R150.00	R172.50
SUPPLEMENTARY STUDY MATERIAL			
Guidance documents on Health and Safety in the workplace - Guidance on health and safety at work - HSE Section on "Guidance" only.			
Effective Leadership – John Adair (published Pan 2009)			
The John Adair Handbook of Management and Leadership (published Thorogood 2005)			

Notes/Conditions:

- * 10% Discount is applicable to paid-up IFE members only.
- Due to fluctuations in exchange rate, prices are subject to change without notice.
- Membership fees, examination fees and delivery charges are not included in the above.
- Candidates may request a quotation to include membership fees (if applicable) exam fees, relevant study material and delivery charges for the units they are writing.
- It is the responsibility of the candidate to access the free online downloads.
- Publications listed are subject to availability from suppliers.
- Candidates will need to consider the items it contains selectively. Candidates should use the published syllabus for the examination as their guide in deciding what reading materials they need to help them prepare for the examination. The IFE recommends that all candidates should read widely in order to extend the depth and breadth of their knowledge and understanding.

Level 4 Diploma Leadership & Management

Free Resources

Past Exam Papers & Examiner Reports: Level 4 Diploma <https://www.ife.org.uk/Qualifications/Past-Papers-and-Exam-Reports>

Leadership & Management in Fire & Rescue

Leadership & Management Resource 2018 - IFE

<https://www.ife.org.uk/write/MediaUploads/Exams/Resources/Leadership and Management resource 2018 v12.pdf>

Guidance documents on Health and Safety in the workplace - [Guidance on health and safety at work - HSE](#) Section on "Guidance" only.

