

NVQ in  
**Environmental  
Management**



Institute of Leadership  
& Management



4

Level four

# Why choose ILM qualifications?

---

The Institute of Leadership & Management (ILM) is the UK's premier body for leadership and management qualifications, offering a trusted route to improving your success.

Every year, ILM recognises the professional development achievements of managers from team leader to board level, including managers of small businesses, social enterprises and those responsible for quality, the environment and human resources. Well over half a million managers have improved their own performance and brought real benefits to their employers by taking part in programmes such as these. Why not join them?

There are over 2,000 approved centres worldwide, delivering business management development programmes which are flexible, practical and quality-assured to ILM's standards – giving you the confidence that they will meet your needs, realise your full potential and enhance your skills and prospects for business success.

# Who is this NVQ programme for?

---

The Level 4 NVQ (National Vocational Qualification) is designed specifically for practising managers with a responsibility for environmental management. It focuses on the ability to work competently in the workplace at a level appropriate to the role. This competent performance is underpinned by knowledge, skills and personal attributes which can be developed through experience but which may require further development activity. ILM centres can offer a flexible programme of workshops or blended learning to meet individual needs.

Realise your  
leadership potential  
with ILM

## What's in the NVQ programme?

The standards of performance which form the basis of NVQ qualifications have been devised by employers and are structured around the four key roles of management, plus specialist roles, as defined in the 1997 national occupational standards for management:

- A. Manage Activities**
- B. Manage Resources**
- C. Manage People**
- D. Manage Information**
- E. Manage Energy**
- F. Manage Quality**
- H. Manage Environmental Performance**

Qualifications concentrate on the development of consistent, competent performance in the workplace, which is then assessed against these standards. The ILM Level 4 NVQ in Environmental Management is divided into sharply-focused units, allowing managers to complete a qualification which precisely meets their own needs and those of their employers. This may be a few units or a combination of units needed for the full NVQ. ILM centres offering this specialist NVQ qualification can help you decide what is appropriate for your needs.

## Assessment

Assessment of the NVQ in Environmental Management is normally by a portfolio of evidence which demonstrates that the candidate can perform to the required level (as described by the national standards). Professional discussion is encouraged to reduce the volume of paper-based evidence. Each participant will have a personal adviser who will help to assemble their evidence and prepare for assessment.

## Entry requirements

Participants should normally be employed in a role with specific responsibility for environmental management. No formal entry qualifications are required, but participants will normally undertake an initial assessment to determine the appropriate optional units. Participants who are not currently in employment may be able to join the qualification if they are able to gather evidence of recent environmental management experience in a paid or voluntary capacity.

## What are the implications for the workplace?

All ILM NVQs are work-based, participants must provide evidence which demonstrates that they perform consistently and effectively to the standard demanded in environmental management. This requires the support of the participant's organisation whilst maintaining personal and commercial confidentiality. However, by accrediting existing competence, time away from the workplace is minimised.

## How long will it take?

There are no fixed periods for completion of any ILM NVQ Qualification. Some participants, who are already competent and able to collect and present a portfolio of evidence without too much difficulty, may complete the qualification in approximately three months. Others may need to undertake some development activity and apply their learning within the workplace (in order to demonstrate competence) and therefore could take up to 18 months or even longer. Additionally, participants who limit their assessment to only a few units may choose to complete the remaining units (required for a full award) within a three year period of initial registration.

## Where does the qualification lead?

The multi-level structure of NVQs enables participants to progress from one level to the next as their career develops. Candidates completing this qualification can progress on to the following:

- ILM Level 5 NVQ in Management
- ILM Level 5 Diploma and Introductory Diploma in Management
- ILM Level 7 Executive Diploma and Introductory Executive Diploma in Management

The appropriate route for progression will depend on the individual's particular job role, their goals and those of their employer. Further advice is available from ILM centres.

## ILM membership

While studying for an ILM qualification candidates can enjoy the benefits of ILM student membership. Upon completion of the Level 4 NVQ in Environmental Management, candidates are eligible for ILM Member status (MInstLM). Full membership provides a greater range of benefits, information and opportunities for professional development.

For further details on ILM membership, please call 01543 251346 or email [membership@i-l-m.com](mailto:membership@i-l-m.com)

Progress from one  
level to the next

## Qualification Profile

Candidates are required to take nine units:

- six mandatory units H1, H2, H3, H4, H7, C2 plus H5 or H6
- two units from a choice of 16 optional units (plus H5 or H6 if not taken as mandatory)

### ILM Level 4 NVQ in Environmental Management

Mandatory units (six plus H5 or H6)	
H1	Evaluate environmental performance and recommend improvements
H2	Gain support and commitment for improving environmental performance
H3	Plan and implement activities to improve environmental performance
H4	Contribute to improving environmental performance during work activities
H5	Develop and maintain an environmental policy
H6	Evaluate, and make recommendations concerning, an environmental policy
H7	Plan, monitor and support auditing of environmental performance
C2	Develop your own resources

Optional units (choose two out of the following plus H5 or H6 when not taken as mandatory)	
A2	Manage activities to meet requirements
B4	Determine the effective use of resources
C5	Develop productive working relationships
C10	Develop teams and individuals to enhance performance
D2	Facilitate meetings
D4	Provide information to support decision-making
E 4	Monitor and evaluate energy efficiency
E8	Provide advice and support for improving energy efficiency
E9	Determine conditions in the market for supplies
F3	Manage continuous quality improvement
F6	Monitor compliance with quality systems
G1	Contribute to project planning and preparation
G2	Co-ordinate the running of projects
G3	Contribute to project closure
H8	Audit environmental performance
H9	Report environmental performance to interested parties

**What do**  
I do now?

Contact your local ILM Centre



or contact **ILM**

T 01543 266 867  
F 01543 266 893  
E [customer@i-l-m.com](mailto:customer@i-l-m.com)  
W [www.i-l-m.com](http://www.i-l-m.com)



**Institute of Leadership  
& Management**  
1 Giltspur Street  
London  
EC1A 9DD



ILM is part of the City & Guilds Group and is a company limited by guarantee no. 601049. Registered Charity 248226

CMK-LVENVQ-V10706