

Personnel

S/NVQ



Institute of Leadership
& Management



3-5
Levels three to five

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, energy, 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 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 capability in the workplace.



a trusted
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Entry requirements

Participants should normally be employed in a personnel function. No formal entry qualifications are required, but participants will undertake an initial assessment to determine the appropriate S/NVQ level and 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 relevant personnel experience in a paid or voluntary capacity.

How long will it take?

There are no fixed periods for completion of an ILM S/NVQ qualification. Some participants, who are already competent and able to collect and present sufficient 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.

What are the implications for the workplace?

All ILM S/NVQs are work-based, participants must provide evidence which demonstrates that they perform consistently and effectively to the standard demanded by employers, and embodied within the national occupational standards. 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.

Assessment

Assessment of all management S/NVQs is normally by a portfolio of evidence which demonstrates that the candidate can perform to the required level (as described by the relevant standards). Professional discussion is encouraged to reduce the volume of paper-based evidence. Each participant will have a personal adviser who will help them to assemble their evidence and prepare for assessment.

Where do the qualifications lead?

The multi-level structure of S/NVQs means that participants can progress from one level to the next as their career develops, or to broaden their qualification by embarking on an ILM Vocationally Related Qualification (VRQ) such as the ILM Level 3 Certificate in First Line Management, ILM Level 5 Diploma in Management or ILM Level 7 Executive Diploma in Management (Introductory versions available at all levels). ILM's range of coaching and mentoring qualifications at Levels 3, 5 and 7 will also be of particular relevance for those working within the personnel function. 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.

Progress from one
level to the next

What's in the ILM Level 3 S/NVQ in Personnel Support?

This S/NVQ is aimed at practising personnel professionals who provide support for the development, management and representation of personnel in the workforce. It gives you an opportunity to develop your performance, become more effective and to progress your personnel career. Flexibility is achieved through optional units which complement the three mandatory units designed to cover the core competences needed by today's personnel professionals. This qualification recognises your ability to apply knowledge and skills to perform effectively and bring tangible benefits to your organisation.

12 units in total

Three mandatory units

G3	Evaluate and develop own practice
A1 (MSC)	Maintain activities to meet requirements
H&S unit A	Ensure your own actions reduce risks to health and safety

Nine units from

P31	Operate recruitment procedures
P32	Operate selection procedures
P33	Operate redundancy procedures
P34	Operate retirement and voluntary exit procedure
P35	Support the delivery of learning and development procedures
P36	Operate reward and benefits procedures
P37	Support the delivery of performance management procedures
P38	Operate grievance, disciplinary and dismissal procedures
P39	Operate employee relations procedures
C4 (MSC)	Create effective working relationships
H+S unit B	Monitor procedures to control risks to health and safety
H+S unit F	Investigate and evaluate incidents and complaints in the workplace

Membership

While studying for the ILM Level 3 S/NVQ in Personnel Support, candidates can enjoy the benefits of ILM student membership. Upon completion of the qualification, candidates are eligible for Associate Membership (AMInstLM) of ILM.

For further details on ILM membership please call 01543 251346 or e-mail membership@i-l-m.com

What's in the ILM Level 4 S/NVQ in Personnel Management?

This S/NVQ is aimed at practising personnel professionals involved in the development, management and representation of personnel in the workforce, and who have a considerable degree of autonomy and responsibility within the function. It gives you an opportunity to develop your performance, become more effective and to progress and broaden your personnel career. Flexibility is achieved through optional units which complement the six mandatory units designed to cover the core competences needed by today's personnel professionals.

12 units in total

Six mandatory units

P15	Enable and support others to carry out personnel services
P18	Monitor and evaluate the delivery of personnel services to customers
P24	Design, deliver and evaluate procedures to promote equality of opportunity and diversity
P27	Design, deliver and evaluate employee and stakeholder communication procedures
G3	Evaluate and develop own practice
B3 (MSC)	Manage the use of financial resources

Optional units (six units from the optional groups tables below with at least one from each)

optional group A: resources and retention

P13	Design, deliver and evaluate changes to organisational structure
P14	Contribute to the design, delivery and evaluation of work procedures
P16	Design, deliver and evaluate recruitment procedures
P17	Design, deliver and evaluate selection procedures
P26	Design, deliver and evaluate employee reward and benefits procedures
P29	Design, deliver and evaluate employee support procedures
P30	Design, deliver and evaluate the delivery of personnel procedures in international contexts

optional group B: employee relations

P2	Develop a strategy and plan to provide all people resources for the organisation
P8	Develop a strategy and plan for the promotion of equality of opportunity and diversity
P19	Design, deliver and evaluate grievance and dismissal procedures
P20	Design, deliver and evaluate redundancy procedures
P21	Design, deliver and evaluate retirement and resignation procedures
P28	Design, deliver and evaluate negotiation and collective bargaining procedures
C4 (MSC)	Create effective working relationships

optional group C: learning and development

P23	Design, deliver and evaluate learning and development procedures
P25	Design, deliver and evaluate performance management procedures

group D: health and safety

H+S unit E	Promote a health and safety culture within the workplace
H+S unit F	Investigate and evaluate incidents and complaints in the workplace
H+S unit G	Conduct an assessment of risks in the workplace

Membership

While studying for the ILM Level 4 S/NVQ in Personnel Management, candidates can enjoy the benefits of ILM student membership. Upon completion of the qualification, candidates are eligible for a minimum grade of Membership (MInstLM) of ILM.

For further details on ILM membership please call 01543 251346 or e-mail membership@i-l-m.com

What's in the ILM Level 5 S/NVQ in Personnel Strategy?

This S/NVQ is aimed at practising personnel professionals working in a senior role involving the development, management and implementation of personnel strategies in medium to large organisations. It gives you an opportunity to develop your performance, become more effective and progress or broaden your personnel career. Flexibility is achieved through optional units which complement the seven mandatory units designed to cover the core competences needed by today's personnel professionals.

12 units in total

Seven mandatory units

P1	Develop a personnel services delivery strategy to support the organisation
P2	Develop a strategy and plan to provide all people resources for the organisation
P7	Develop a strategy and plan for performance management
P8	Develop a strategy and plan for the promotion of equality of opportunity and diversity
P11	Develop a strategy and plan for managing changes in people resourcing
G3	Evaluate and develop own practice
A7 (MSC)	Establish strategies to guide the work of your organisation

Five units from

P3	Develop a strategy and plan for recruitment and selection
P4	Develop a strategy and plan for employees leaving the organisation voluntarily
P5	Develop a strategy and plan for disciplinary and grievance procedures
P6	Develop a strategy and plan for learning development
P9	Develop a strategy and plan for reward and benefits
P10	Develop a strategy and plan for employee relations activities
P12	Develop a strategy and plan for the delivery of personnel procedures in international contexts
A8 (MSC)	Evaluate and improve organisational performance
C11 (MSC)	Develop management teams
H+S unit E	Promote a health and safety culture within the workplace

Membership

While studying for the ILM Level 5 S/NVQ in Personnel Strategy, candidates can enjoy the benefits of ILM student membership. Upon completion of the qualification, candidates are eligible for a minimum grade of Membership (MInstLM) of ILM.

For further details on ILM membership please call 01543 251346 or e-mail membership@i-l-m.com

Are these programmes for you?

ILM Personnel S/NVQs

The Level 3 S/NVQ in Personnel Support is aimed at practising personnel staff who:

- Are involved in the application of knowledge and skills in a significant range of varied personnel activities, performed in a variety of contexts – some of which are complex or non-routine
- Have some degree of personal autonomy and responsibility for operating or supporting the personnel function

The Level 4 S/NVQ in Personnel Management is aimed at practising personnel managers who:

- Are involved in the application of knowledge and skills in a comprehensive range of personnel activities, performed in a variety of contexts – most of which are complex or non-routine
- Have considerable personal autonomy and responsibility for managing, designing and delivering personnel functions

The Level 5 S/NVQ in Personnel Strategy is aimed at practising senior personnel managers who:

- Are involved in the application of knowledge and skills in a comprehensive range of personnel functions, performed in a variety of contexts – all of which are complex or non-routine
- Have considerable personal autonomy and overall responsibility for developing the personnel strategy and planning its implementation

Realise your
leadership potential
with ILM

What do
I do now?

Contact your local ILM Centre



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MKT/6A/05-06