

ILM and Cogent Gold Standard

ILM has developed a new range of Level 2 qualifications from existing QCF units in partnership with Cogent – the Sector Skills Council for chemicals, pharmaceuticals, nuclear, oil and gas, petroleum and polymers.

These new qualifications will be embedded within the Cogent Gold Standard national framework for competency and professional development for staff across this sector, potentially driving new registrations for approved ILM Centres.

Free add-on Approval

ILM is offering free add-on Approval to all qualifying centres wishing to capitalise on this business opportunity. If you are currently approved to offer Level 2 qualifications and would like these qualifications added to your Centre portfolio for free, simply complete and return the form on the last page of this document.

Qualification titles

Overviews of the new range of ILM Level 2 qualifications are included on the following pages. These comprise:

- ILM Level 2 Award in Personal Development
- ILM Level 2 Award in Customer Awareness
- ILM Level 2 Award in Enterprise Awareness
- ILM Level 2 Certificate in Team Leading (all units specified)

Please note that while these qualifications have been developed in partnership with Cogent, they are written generically and can also be delivered to learners in all sectors.

For more information on the new range of Level 2 qualifications, please contact ILM Customer Services on 01543 266867. For more information on the Cogent Gold Standard, visit their website: www.cogent-ssc.com/Gold_Standard/index_3.php

QUALIFICATION(S) OVERVIEW:

| ILM Level 2 Award in Personal Development | | |
|---|--|---------------------|
| Purpose of the qualification | Aims to allow practicing and potential team leaders to develop knowledge and skills that will assist their personal development and allow them to become more effective in their workplace. | |
| Progression routes | ILM Level 2 Award in Customer Awareness ILM Level 2 Award in Enterprise Awareness ILM Level 2 Certificate in Team Leading ILM Level 3 Award in Managing Operations ILM Level 3 Award in Business Awareness ILM Level 3 Certificate in First Line Management | |
| Credit Value | 5 | |
| Induction | 1 hour | |
| Tutorial Support | At least 1 hour | |
| Guided Learning Hours (this includes time for induction, tutorial support and the units guided learning hours) | 26 hours | |
| To be completed within | 3 years | |
| Structure | Mandatory Units | Credit Value |
| | M2.05 Induction and Coaching in the Workplace | 2 credits |
| | M2.12 Diversity in the Workplace | 1 credit |
| | M2.16 Workplace Communication | 1 credit |
| | M2.20 Managing Yourself | 1 credit |
| Assessment | Two Reflective Reviews. These are shown in Appendix B. Centre (Independent Assessment only). | |

| ILM Level 2 Award in Customer Awareness | | |
|---|--|---------------------|
| Purpose of the qualification | Aims to allow practicing and potential team leaders to develop knowledge and skills that will enable them to have a greater customer awareness and knowledge of fulfilling customer requirements. | |
| Progression routes | ILM Level 2 Award in Personal Development ILM Level 2 Award in Enterprise Awareness ILM Level 2 Certificate in Team Leading ILM Level 3 Award in Managing Operations ILM Level 3 Award in Business Awareness ILM Level 3 Certificate in First Line Management | |
| Credit Value | 4 | |
| Induction | 1 hour | |
| Tutorial Support | At least 1 hour | |
| Guided Learning Hours (this includes time for induction, tutorial support and the units guided learning hours) | 21 hours | |
| To be completed within | 3 years | |
| Structure | Mandatory Units | Credit Value |
| | M2.07 Fulfilling Customer Requirements | 2 credits |
| | M2.08 Providing Quality to Customers | 1 credit |
| | M2.22 Dealing with Customers Lawfully | 1 credit |
| Assessment | Work-Based Assignment. This is shown in Appendix C. Centre (Independent Assessment only). | |

| ILM Level 2 Award in Enterprise Awareness | | |
|---|---|---------------------|
| Purpose of the qualification | Aims to allow practicing and potential team leaders to develop knowledge and skills that will enable them to have a greater awareness of enterprise. | |
| Progression routes | ILM Level 2 Certificate in Team Leading ILM Level 2 Award or Certificate in Preparing for Business Enterprise ILM Level 3 Award, Certificate and Diploma in First Line Management | |
| Credit Value | 3 | |
| Induction | 1 hour | |
| Tutorial Support | At least 1 hour | |
| Guided Learning Hours (this includes time for induction, tutorial support and the units guided learning hours) | 26 hours | |
| To be completed within | 3 Years | |
| Structure | Mandatory Unit | Credit Value |
| | M2.21 Enterprise Awareness | 3 credits |
| Assessment | Work-Based Assignment. This is shown in Appendix D. Centre (Independent Assessment only). | |

| ILM Level 2 Certificate in Team Leading | | |
|---|--|---------------------|
| Purpose of the qualification | Aims to give practising or potential team leaders the foundation for their formal development in this role. The qualification does this by developing a wide range of team leading skills and assisting participants in gaining the comprehensive knowledge required by a team leader. | |
| Progression routes | ILM Level 2 S/NVQ in Team Leading ILM Level 3 Award, Certificate and Diploma in First Line Management ILM Level 3 S/NVQ in Management ILM Level 4 Award in Management | |
| Credit Value | 13 | |
| Induction | 2 hours | |
| Tutorial Support | 2 hours | |
| Guided Learning Hours (this includes time for induction, tutorial support and the units guided learning hours) | 66 hours | |
| To be completed within | 3 years | |
| Structure | Mandatory Units | Credit Value |
| | M2.01 Developing Yourself as a Team Leader | 1 credit |
| | M2.02 Motivating the Work Team to Perform | 1 credit |
| | M2.03 Planning and Monitoring Work | 2 credits |
| | Mandatory Units for Cogent Qualifications | Credit Value |
| | M2.04 Developing the Work Team | 1 credit |
| | M2.05 Induction and Coaching in the Workplace | 2 credits |
| | M2.10 Dealing with Change in the Workplace | 2 credits |
| | M2.14 Communicating with People Outside the Work Team | 1 credit |
| | M2.15 Briefing the Work Team | 1 credit |
| M2.19 Leading Your Work Team | 2 credits | |
| Assessment | Two Reflective Reviews, Mini-Project, Reflective Review and Team Brief. This is shown in Appendix E. ILM (External Assessment) or Centre (Independent Assessment) option for Mandatory Units. Centre (Independent Assessment) only for all other units. | |



Free add-on approval request form

If you are currently an ILM centre approved to offer Level 2 qualifications and you would like the qualification/s listed below added on free of charge please complete this form and return it to ILM (within seven days were possible).

The information collected on this form will be used to update our records and ensure that your centre is able to register candidates.

| Qualification(s) | Tick |
|---|------|
| ILM Level 2 Award in Personnel Development | |
| ILM Level 2 Award in Customer Awareness | |
| ILM Level 2 Award in Enterprise Awareness | |
| ILM Level 2 Certificate in Team Leading (Cogent has specified fixed units from the options for those working in their sector) | |

Please note in order to deliver this programme you would need to compile a SOW for approval by your EV.

Your name:

Centre Name:

Centre No:.....

I understand that further support and guidance is available from ILM, particularly my EV.

Signed: Date:

Please return the form to Ms Nicola Smith, ILM, 1 Giltspur Street, London. EC1A 9DD