



Europass certificate supplement (*)

(version August 2008)



United Kingdom

1. Title of the certificate ^(en)



ILM Level 3 NVQ in Personnel Support (100/3138/8)

⁽¹⁾ In the original language

2. Translated title of the certificate ⁽¹⁾

⁽¹⁾ If applicable. This translation has no legal status.

3. Profile of skills and competences

A typical holder of the certificate is able to:

- Evaluate and develop personal practice
- Maintain activities to meet requirements
- Ensure personal actions reduce risks to health and safety

plus nine of the following units:

- Operate recruitment procedures
- Operate selection procedures
- Operate redundancy procedures
- Operate retirement and voluntary exit procedures
- Support the delivery of learning and development activities
- Operate the reward and benefits procedures
- Support the delivery of performance management procedures
- Operate grievance, disciplinary and dismissal procedures
- Operate employee relations procedures
- Create effective working relationships
- Monitor procedures to control risks to health and safety
- Investigate and evaluate incidents and complaints in the workplace.

4. Range of occupations accessible to the holder of the certificate ⁽¹⁾

- Staff working within a personnel department in a variety of occupations.

Note: the above is an example only, other occupations may also be accessible to holders of the certificate.

⁽¹⁾ If applicable

(*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers. More information available at: <http://europass.cedefop.eu.int>.
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5. Official basis of the certificate

<p>Name and status of the body awarding the certificate</p> <p>Institute of Leadership & Management 1 Giltspur Street London EC1A 9DD United Kingdom T +44 (0)1543 266867 F +44 (0)1543 266893 http://www.i-l-m.com</p> <p>ILM was established in 2001 as a result of a merger between the National Examining Board for Supervision and Management (NEBSM) and the Institute of Supervision and Management (ISM). ILM is both a company limited by guarantee (no. 601049) and a registered charity (no. 248226).</p> <p>ILM is accredited as an awarding body by the Office of the Qualifications and Examinations Regulator (Ofqual) and the Scottish Qualifications Authority (SQA) to offer qualifications.</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Office of the Qualifications and Examinations Regulator (Ofqual) Spring Place Coventry Business Park Herald Avenue Coventry CV5 6UB England T +44 (0)300 303 3344 F +44 (0)300 303 3348 http://www.ofqual.gov.uk</p>
<p>Level of the certificate (national or international)</p> <p>Level 3 – National Qualifications Framework (NQF)</p> <p>Level 3 – Scottish Credit and Qualifications Framework (SCQF)</p>	<p>Grading scale/Pass requirements</p> <p>Units that make up the qualification are graded 'Pass', or 'Fail'.</p> <p>The overall qualification is not graded. A certificate will only be awarded on successful completion of the required number of units.</p>
<p>Access to next level of education/training</p> <p>We consider the following options to be relevant progression routes from this qualification:</p> <ul style="list-style-type: none"> • Level 3 Award in First Line Management (500/3586/1) • Level 3 Award in Leadership (500/3582/4) • Level 4 NVQ in Personnel Management (100/3139/X) • Higher/further education • Employment. 	<p>International agreements</p>
<p>Legal basis Not applicable.</p>	

6. Officially recognised ways of acquiring the certificate

<p>This qualification can only be offered by an institution/provider ('centre') that has been approved by ILM and therefore meets its quality requirements for staff and centre resources and is subject to regular checks.</p> <p>The following assessment methods are used:</p> <ul style="list-style-type: none"> • Ongoing assessments carried out by the centre which may include observation, expert witness testimony, reflective accounts, case studies, knowledge testing/professional discussion, projects, assignments and work products. <p>All assessment practice is quality assured by ILM verifiers.</p> <p>The vocational education and training is a combination of work-based and/or realistic working environment based activities. As the assessment for this qualification is based on experience in the workplace, candidates must have access to an appropriate setting.</p> <p>There are no recommended Guided Learning Hours (GLHs) for this qualification.</p> <p>Entry requirements</p> <p>ILM exercises a policy of open access and does not set formal entry requirements for its qualifications. Centres are however required to ensure that learners are registered for a programme of study and examination at the appropriate level.</p> <p>More information (including a description of the national qualifications system) available at: www.naric.org.uk. National reference point: www.uknlp.org.uk.</p>
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