

## NVQs/SVQs in Personnel Congratulations!

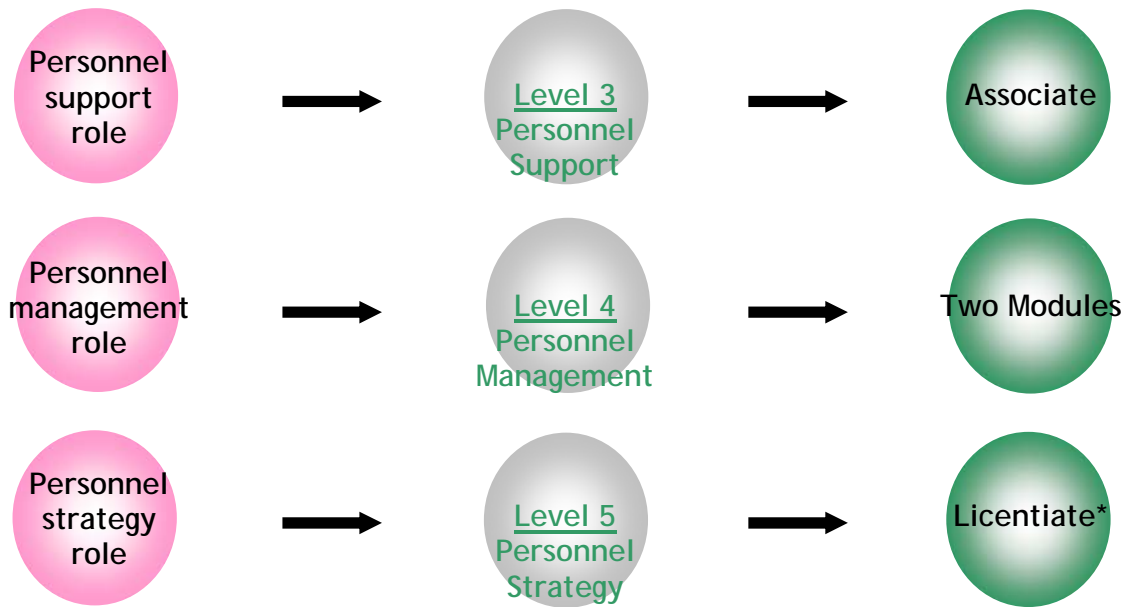
You've taken the first step to getting your workplace experience and skills recognised with a widely respected qualification - a National/Scottish Vocational Qualification (NVQ/SVQ).

Here at Cullen Scholefield we offer a range of National and Scottish Vocational Qualifications (NVQs/SVQs) and this pack contains all the information you'll need about achieving an NVQ/SVQ in Personnel certificated by the Chartered Institute of Personnel and Development (CIPD).

NVQs/SVQs in Personnel are nationally recognised and widely used competence-based qualifications demonstrating that you have achieved a certain level of skill and competence in personnel work. They provide an alternative to traditional educational courses and examinations for professionals who want to be assessed on their performance in the workplace. They complement these more traditional courses if your preference is to have your performance and skills recognised by assessment rather than examination.

The national standards on which personnel NVQs/SVQs are based have much in common in terms of coverage with the CIPD's Professional Standards. As an awarding body they offer a range of personnel NVQ/SVQ programmes through a network of centres throughout England, Wales, Scotland and Northern Ireland. All of these are rigorously monitored against the national criteria for quality so with Cullen Scholefield you can be sure you are being assessed to the highest standards.

What's more the Personnel NVQs/SVQs have been approved as leading to a grade of membership of the CIPD.



## Becoming a CIPD member

Whilst you're working towards your NVQ/SVQ in Personnel, you can join the CIPD and make use of their comprehensive range of benefits. If you decide to join, you will only need to pay the annual subscription, as the usual joining fee of £92.00 will be waived. Look at the services you'll benefit from:

- free access to Europe's largest personnel and development library
- free fortnightly People Management magazine
- you can visit their extensive website which includes:
  - Press Direct, a daily summary of all the personnel and development news
  - up-to-the-minute guidance on employment law issues
  - virtual networks on a variety of topics
  - and many membership services online
- you can join in events at your local CIPD branch
- use your 10% discount off all CIPD books and reports, short courses and conferences and exhibitions.

## What you can expect

As an NVQ/SVQ in Personnel candidate with Cullen Scholefield you will receive:

- a copy of the relevant national standards
- a handbook to guide you through the process of development, evidence gathering and assessment
- ongoing support from a personal development adviser
- the assurance of a strong quality control mechanism supporting your qualification
- an opportunity to access the benefits of CIPD affiliate membership at reduced cost.

## Your choice of programmes

If you want to gain a full NVQ/SVQ, Cullen Scholefield will assist you to choose the level that suits your current role and experience. Within each of the personnel NVQs/SVQs there is a choice of units enabling you to select those that best match your own particular interest or expertise.

Alternatively, if you're looking to demonstrate your competence in particular area of personnel but don't need a full NVQ/SVQ, you can register for a single or a number of units. You will receive a unit certificate on successful completion, and you can carry completed units forward if you decide later to go on and do a full NVQ/SVQ.

## The Employment National Training Organisation (ENTO)

All NVQ and SVQ qualifications in Personnel are based on national occupational standards developed by ENTO. It is a representative body for vocational training and education matters in the employment area and is responsible for working with regulatory bodies, awarding bodies and practitioners to develop and implement NVQs and SVQs.

Members of the ENTO Council and Work Groups are drawn from a wide range of occupations and industries and represent employers, trade unions and local and national government. Apart from personnel, the main occupational areas covered are training and development, trade unions, health and safety and recruitment consultancy.

## Level 3 Personnel Support

Full NVO/SVQ consists of 12 units, incorporating 3 mandatory, 9 optional units (from 12).

### Mandatory Units:

| UNIT       | TITLE   |
|------------|---|
| G3         | Evaluate and develop own practice                         |
| G7         | Manage relationships with colleagues and customers        |
| H+S Unit A | Ensure your own actions reduce risks to health and safety |

### Optional Units - any nine from:

| UNIT       | TITLE  |
|------------|--|
| P31        | Operate recruitment procedures                                     |
| P32        | Operate selection procedures                                       |
| P33        | Operate redundancy processes                                       |
| P34        | Operate retirement and voluntary exit processes                    |
| P35        | Support the delivery of learning and development procedures        |
| P36        | Operate reward and benefits procedures                             |
| P37        | Support the delivery of performance management processes           |
| P38        | Operate grievance, disciplinary and dismissal procedures           |
| P39        | Operate employee relations procedures                              |
| C4 (METO)  | 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 |

## Level 4 Personnel Management

Full NVO/SVQ consists of 12 units, incorporating 6 mandatory, 6 optional (from 4 restricted options)

### **Mandatory Units:**

| <b>UNIT</b> | <b>TITLE</b>  |
|-------------|---|
| 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 processes to promote equality of opportunity     |
| P27         | Design, deliver and evaluate employee and stakeholder communication processes |
| G3          | Evaluate and develop own practice   |
| B3 (METO)   | Manage the use of financial resources   |

**Optional Units - 6 units from the optional group tables below with at least 1 out of each)**

### **Optional Group A - Resourcing and Retention**

| <b>UNIT</b> | <b>TITLE</b>  |
|-------------|---|
| P13         | Design, deliver and evaluate changes to organisational structure                          |
| P14         | Contribute to the design, delivery and evaluation of work processes                       |
| P16         | Design, deliver and evaluate recruitment processes  |
| P17         | Design, deliver and evaluate selection processes  |
| P26         | Design, deliver and evaluate employee reward and benefits processes                       |
| P29         | Design, deliver and evaluate employee support processes                                   |
| P30         | Design, deliver and evaluate the delivery of personnel processes in international context |

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Optional Units continued - 6 units from the optional group tables below with at least 1 out of each)

Option Group B - Employee Relations :

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| UNIT     | TITLE  |
|----------|--|
| P19      | Design, deliver and evaluate grievance and dismissal processes                         |
| P20      | Design, deliver and evaluate redundancy processes                                      |
| P21      | Design, deliver and evaluate retirement and resignation processes                      |
| P28      | Design, deliver and evaluate negotiation and collective bargaining processes           |
| P8       | Develop a strategy and plan for the promotion of equality of opportunity and diversity |
| C4(METO) | Create effective working relationships   |

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Optional Group C - Learning and Development

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| UNIT | TITLE  |
|------|--|
| P23  | Design, deliver and evaluate learning and development processes                  |
| P25  | Design, deliver and evaluate performance management processes                    |
| P2   | Develop a strategy and plan to provide all people resources for the organisation |

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Optional Group D - Health and Safety

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|            |  |
|------------|--|
| 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                    |

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## Level 5 Personnel Strategy

Full NVQ/SVQ consists of 12 units, incorporating 7 mandatory and 5 optional (from 10).

### **Mandatory Units:**

| UNIT      | TITLE  |
|-----------|--|
| 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 (METO) | Establish strategies to guide the work of your organisation                            |

### **Optional Units - any six from:**

| UNIT       | TITLE   |
|------------|---|
| 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 processes                          |
| P6         | Develop a strategy and plan for learning and 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 processes in international contexts |
| A8 (METO)  | Evaluate and improve organisational performance   |
| C11 (METO) | Develop management teams  |
| H+S Unit E | Promote a Health and Safety culture within the workplace                                      |