

Personnel Management Level 4



Who would benefit from this qualification?

The ILM Level 4 NVQ in Personnel Management has been specially designed for 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.

The qualification aims to give participants an opportunity to develop their performance, become more effective and progress their personal career.

What does the qualification cover?

Learners are required to complete the three mandatory units, plus nine choices from the optional unit.

Mandatory units

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

Optional units

- Operate recruitment procedures
- Operate selection procedures
- Operate redundancy procedures
- Operate retirement and voluntary exit procedures
- Support the delivery of learning and development procedures
- Operate reward and benefits procedures
- Operate grievance, disciplinary and dismissal procedures
- Support the delivery of performance management 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

Course overview

Qualification:	Certificate
Credits:	N/A
Duration:	6—24 months
Learning:	Workplace
Assessment:	Assessor

For more information contact Optimas
Training on 01709 33 11 63 or visit
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