

For more information call us on:

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Keystone and the ILM

The Institute of Leadership and Management (ILM) are Europe's largest awarding organisation for leadership and management qualifications, with over 2,000 centres in the UK and internationally. They provide a flexible portfolio of qualifications supporting everyone from team leaders to strategic managers. They are also a professional membership body with over 28,000 members.

Keystone is a busy, established Institute of Leadership and Management (ILM) centre with several hundred ILM participants registered at any one time.

Our internal quality assurance processes have been assessed as meeting the rigorous standards required by the ILM – a welcome external verification of our service excellence, about which we are justifiably proud. Our accredited

qualification offering is headed up by our experienced ILM Centre Manager, Rendee Yule. This means we have a thorough understanding of the requirements for ILM qualifications and can take responsibility before and throughout the programme for making sure that everything is aligned to the ILM requirements and runs smoothly.

We can often map existing internal courses across to a particular qualification so that your delegates receive credit, and a recognised qualification, for participating in your own courses.

Delegates have access to a dedicated programme manager who acts as support tutor and is available by phone and email throughout the programme to answer queries and support with assessment work, reading drafts and giving feedback.



Some of our previous ILM candidates receive their certificates at an awards ceremony arranged by their employer and attended by Keystone and ILM representatives.

Workplace Assessment

Each qualification involves some assignment work to verify learning and assist with the transfer of new knowledge back to the workplace. Keystone, wherever possible, design innovative assessment methods that ensure all assignments are highly practical and result in real business improvements and tangible benefits for the organisation.

One of our innovations is Workplace Assessment.

Why Workplace Assessment?

Writing a formal essay as an assignment can be a barrier for busy managers and people who have spent some years focusing on vocational effectiveness in their roles rather than academic proficiency. Workplace Assessment takes the essay out of the assessment and instead sets the assessment in the delegates' everyday roles – like an NVQ, but with extra stretch!

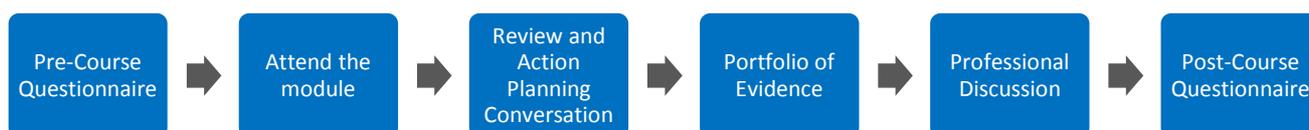
What's involved?

Workplace Assessment has two parts: a Portfolio of Evidence and a Professional Discussion. The Portfolio of Evidence could be a ring binder or an electronic folder. It's gathered together over a period of several weeks. The Professional Discussion is an interview in person, lasting around 45 minutes.

The Portfolio of Evidence helps delegates to transfer and apply their learning at work, making connections between the classroom and better working practice.

The Professional Discussion is a 1-2-1 conversation to check each delegate's understanding of what they have learned, review their Portfolio of Evidence and ask them specific questions for which they have prepared answers.

How does it work?



For each module of their programme, delegates will:

- Do a Pre-Course Questionnaire before attending the module to measure their personal starting point for that module against a set of pre-agreed relevant behaviours and skills.

- After the module, hold a short sit-down conversation – a Review and Action Planning Conversation – with their line manager to discuss what they learned and how they will apply it at work to build up their Portfolio of Evidence.
- Pull together their Portfolio of Evidence using a checklist given to them. The Portfolio of Evidence might contain documents, testimonials, audio clips, video clips, or any other evidence of their learning being used at work.
- Research and prepare for their Professional Discussion using a checklist given to them.
- Attend their Professional Discussion at a pre-agreed date and time.
- After completing their Workplace Assessment, they will then do a Post-Course Questionnaire to establish their distance travelled from before the module as a result of the training and its assessment.

“In the last 12 months, BAM have commissioned Keystone to develop and deliver a bespoke ILM Leadership Development programme. This was a tremendous success, due in no small part to the excellence of the Keystone facilitator, but supported by very efficient administration and support. Keystone have a very collaborative approach, ensuring that their proposals were in line with our requirements and being very flexible in accommodating any changes that we wanted to make. The impact that the training has had on our delegates has been noticeable.”

Chris Jones, Director of Learning and Development, BAM Construct

Of course, traditional assignments are also available should this suit your managers better, as well as presentation assessments and various other formats. We'd be happy to talk through the options with you.

Qualifications we offer

Level 2 is typically aimed at team members and team leaders. Level 3 is typically aimed at first line managers. Level 5 is typically aimed at middle or senior managers.

In-house programmes

- Development Programmes for Managers and Leaders
- Endorsed Programmes for Managers and Leaders (assessed)

General programmes

- Level 2 Award in Customer Awareness
- Level 2 Award and Certificate in Effective Team Member Skills
- Level 2 Award in Enterprise
- Level 2 Award in Personal Development
- Level 3 Award in Business Awareness
- Level 3 Award in Managing Operations

Equality and Diversity

- Level 4 Award in Managing Equality and Diversity in an Organisation

Management

- Level 2 Award and Certificate in Team Leading
- Level 5 Award, Certificate and Diploma in Management
- Level 3 Award and Certificate in Effective Management
- Level 3 Certificate and Diploma in First Line Management

Leadership

- Level 2 Award and Certificate in Leadership and Team Skills
- Level 3 Award and Certificate in Effective Leadership
- Level 3 Certificate in Leadership
- Level 4 Award in Leadership

- Level 5 Award and Certificate in Leadership

Leadership and Management – combined

- Level 3 Award, Certificate and Diploma in Leadership and Management
- Level 3 Award and Certificate in Leadership and Management for the Construction Sector
- Level 4 Extended Diploma in Leadership and Management
- Level 5 Award and Certificate in Leadership and Management Skills
- Level 5 Award, Certificate and Diploma in Leadership and Management
- Level 5 Diploma in Principles of Leadership and Management
- Level 5 Extended Diploma in Leadership and Management

Coaching and Mentoring

- Level 3 Award and Certificate in Coaching
- Level 3 Award in Workplace Coaching
- Level 3 Certificate for Professional Workplace Coaches
- Level 5 Certificate in Coaching
- Level 5 Certificate in Mentoring
- Level 5 Certificate and Diploma in Coaching and Mentoring
- Level 5 Certificate in Coaching and Mentoring in Management
- Level 5 Diploma for Professional Workplace Coaches
- Level 5 Diploma in Coaching

For more information, please contact:

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