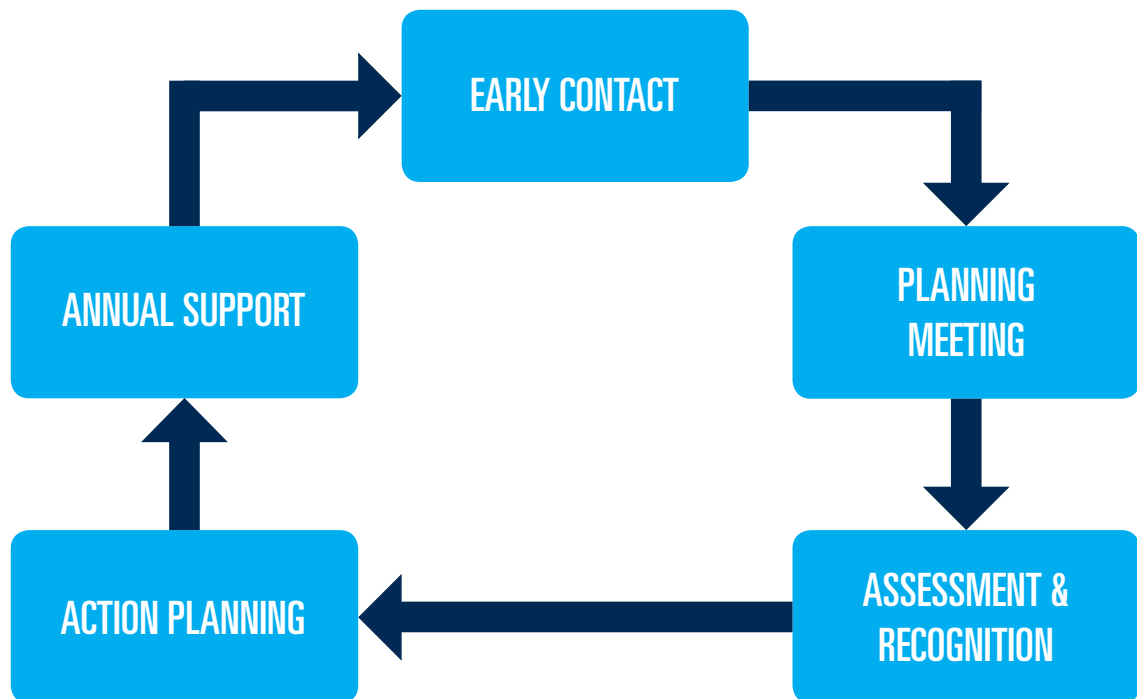


FACTSHEET | ASSESSMENT PROCESS

Investors in People is an award for any organisation looking to improve their performance through their most valued asset - their people.



EARLY CONTACT

- If this is your first assessment, we will contact you upon receipt of your application to clarify your requirements.
- For existing recognised Investors in People, we will agree dates for assessment 12 months prior - at your annual support visit.

Once dates have been agreed we will allocate you a qualified assessor to undertake your assessment. If you have been assessed before we will try and allocate the same assessor. This information will be confirmed in writing once the arrangements have been made.

At this time we will also arrange the planning meeting so you can discuss your

priorities and tailor your assessment.

We recommend holding the planning meeting 3 months before your assessment to ensure your assessor has adequate time to prepare. If you have an adviser working with you, it may be beneficial to have them present at this meeting.



PLANNING MEETING

The planning meeting takes place between the assessor, your organisations main contact with Investors in People, and your senior managers.

The main purpose of the planning meeting is to establish your business goals, and the challenges you want to overcome in the next year, whilst providing feedback to help drive your organisation forward. This information allows the assessment to be tailored to your organisational needs.

Prior to the planning meeting, please consider the following:

- Your organisations purpose and vision
- Your organisations objectives for the coming year and key measures of success
- The barriers or challenges your organisation is facing in achieving those objectives

At the end of the meeting, the assessor will have agreed the options and timescales with you. The assessor will not want to interview anyone at this stage.

Following the planning meeting, the assessor will ask for a staff list in order to select who they will interview during the assessment.

The assessor will spend time finalising the plan for assessment and will provide you with the names of individuals they have selected for interview.

ASSESSMENT & RECOGNITION

● THE ASSESSMENT PROCESS

All assessments are outcome based so there is no need to create a portfolio of evidence. The assessor will gather evidence through interviews, observations, and where agreed in advance, survey results.

Large organisations can also train their staff to participate in gathering evidence, adding an invaluable resource for ongoing development.

For more information, see the 'Internal Review' flyer in the events section.

Once the assessor has collated enough evidence to support a recommendation, they will inform senior management of their findings and write a report to help you develop your organisation further. This report will focus on the objectives you outlined in the planning meeting.

● RECOGNITION

Achieving Investors in People recognition highlights your commitment to continuous improvement through your people. To become recognised as an Investors in People organisation, you must successfully meet the Standard framework which consists of 39 evidence requirements.

Once you are recognised as an Investor in People, you will receive a plaque and certificate as recognition of your achievement. We can also send you the logo for your website and stationary.

We recently introduced Gold, Silver and Bronze recognition to acknowledge organisations working beyond the Standard. You can achieve Gold, Silver or Bronze by meeting additional evidence requirements from the extended framework.

● ADDITIONAL RECOGNITION



BRONZE

Investors in People Bronze places an organisation at the **leading edge** of best practice in people management in the UK.

Bronze organisations are advanced Investors in People, using the framework to meet their goals, progressing beyond the Standard in the areas of importance to them.

To achieve Investors in People Bronze recognition you need to meet **26** evidence requirements beyond the Standard.

SILVER

Achieving Investors in People Silver shows a forward thinking and expansive approach to cascading best practice through every level of the organisation.

It demonstrates a **progressive approach** to business improvement through people.

To achieve Investors in People Silver recognition you need to meet **76** evidence requirements beyond the Standard.

GOLD

Gold represents achievement of **world class best practice**.

It shows a truly cutting-edge organisation that is operating at the very highest levels of people management practice using Investors in People to drive the business forward.

To achieve Investors in People Gold recognition you need to meet **126** evidence requirements beyond the Standard.



● TOP-UP ASSESSMENTS

Since the launch of Bronze, Silver and Gold recognition, we have introduced “top-up assessments”. These assessments are available to any organisation recognised by Investors in People, that wishes to demonstrate a higher level of best practice.

Top-up assessments are bespoke to your organisation, and can be focused around your priorities. This allows you to gain Bronze, Silver or Gold now, rather than waiting until your next assessment.

ACTION PLANNING

After your assessment, the improvement planning meeting provides you with the opportunity to utilise the in-depth knowledge of your assessor to action plan for the future.

As the assessment is tailored around your organisations objectives, the assessor will be able to provide detailed feedback to assist you in achieving them. The assessor will also be able to highlight areas of good practice so you can ensure they are maintained for future success. A typical outcome of this meeting would be an action plan to deliver change in line with your future goals and priorities.

The date of this meeting is flexible and can be held as late as 3 months after your assessment, so you can align it with your business planning.

ANNUAL SUPPORT

If you opt for an assessment every 3 years, you will gain support from your assessor annually, in between assessments, to support your progress. This is a recent change which came about from your feedback over the last few years.

Annual assessment is still an option; this is a great way to gain in-depth feedback to support your annual business planning.

WHO CAN APPLY?

Investors in People helps to improve your performance through your most valued asset - your people. With a focus on people and systems, organisations must comprise of 2 or more individuals. Investors in People relates to the performance of an organisation and therefore, looks at organisations as a whole, integrating their strategy, plans, and development of people to achieve improvements in productivity.

In the main, this means sections or departments of a larger organisation should not be applying individually, but together as a whole organisation. However there are instances where separate applications can be accepted.



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