

Qualifications in...

Management

The NVQ in Management Level 3 recognises those currently involved within a managerial role who have a range of activities that are expected to be carried out.

NVQ Certificate in Management Level 3

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The level 3 NVQ Certificate in Management is ideal for you if you are a practising first line manager who has defined area of responsibility, opportunity for taking decisions, managing budgets and responsibility for allocating work to team members or other colleagues or contractors

A minimum of 25 Credits must be achieved.
A minimum of 11 credits must be from optional units.

Mandatory Units

- Manage your own professional developments within a organisation
- Set objectives and provide support for team members
- Plan, allocate and monitor the work of a team

Optional Units

Examples include:

- Manage personal development
- Lead and manage meetings
- Support individuals to develop and take responsibility for performance
- Manage grievance procedures
- Develop working relationships with colleagues
- Recruit staff in own area of responsibility
- Develop, maintain and review personal networks
- Manage physical resources
- Plan and manage a project
- Manage personal development
- Develop and implement marketing plans

The mandatory units cover all of the skills that are essential to your position. The optional units are chosen by you and your supervisor to reflect the areas that you deal with, within the requirements of your job role.

How will I be assessed?

Your allocated tutor will deliver your training one-to-one in your workplace and will visit you either on a weekly basis to deliver half day sessions or fortnightly for full day sessions. You will build a portfolio of evidence to show your competence against the NVQ requirements.

How can I enrol onto the NVQ in Management?

Discuss with your workplace Supervisor/Line Manager about your interest in the course and then contact us on 01773 747377, so that we can arrange an appointment to come out and visit you and your Supervisor at work.

How much will it cost?

In certain circumstances, we can deliver the training at no cost to you and your organisation, please speak to us on the number above this or about our commercial training rates or other funding opportunities.



Level 3 NVQ Certificate in Management

To achieve the Level 3 NVQ Certificate in Management, learners must achieve:

A minimum of 25 Credits

A minimum of 11 credits must be from optional units

The learner must complete all mandatory units

Mandatory Units	Credits
Manage own professional development within a organisation	4
Set objectives and provide support for team members	5
Plan, allocate and monitor work of a team	5
Optional Units B	Credits
Manage personal development	4
Develop, maintain and review personal networks	4
Review risk management processes in own area of responsibility	3
Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	5
Ensure compliance with legal, regulatory, ethical and social requirements	5
Support team members in identifying, developing and implementing new ideas	4
Develop working relationships with colleagues	6
Manage conflict within a team	3
Lead and manage meetings	3
participate in meetings	2
Support individuals to develop and take responsibility for their performance	4
Know how to follow disciplinary procedures	4
Manage grievance procedures	3
Support the management of redundancies in own area of responsibility	3
Develop working relationships with colleagues and stakeholders	4
Recruit staff in own area of responsibility	4
Plan, allocate and monitor work in own area of responsibility	5
Support learning and development within own area of responsibility	5
Address performance problems affecting team members	3
Build, support and manage a team	4
Make effective decisions	3
Communicate information and knowledge	3
Manage knowledge in own area of responsibility	4
Procure supplies	2
Manage a tendering process	4
Develop and implement a risk assessment plan in own area of responsibility	6
Manage physical resources	3
Manage the environmental impact of work activities	5
Plan and manage a project	8
Manage the achievement of customer satisfaction	5
Prepare for and support quality audits	4
Manage customer service in own area of responsibility	4
Develop and implement marketing plans	6
Analyse the market in which your organisation operates	5

