

Qualifications in...

# Management

The NVQ in Management Level 4 is aimed at middle managers with a wider span of control, greater accountability for performance and responsibility for determining resource allocation and operational methods.

## National Vocational Qualification (NVQ) - Level 4

### NVQ Management Level 4

The NVQ is extremely flexible in structure. 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.

A minimum of nine NVQ units must be completed – five mandatory units plus 3 optional units.

### Mandatory Units

- Develop and implement operational plans for your area of responsibility
- Encourage innovation in your area of responsibility
- Develop productive working relationships with colleagues & stakeholders
- Ensure health and safety requirements are met in your area of responsibility
- Manage business processes

### Optional Units

You must complete 3 optional units from the following

- Manage your own resources and professional development
- Develop your personal networks
- Provide leadership in your area of responsibility
- Ensure compliance with legal, regulatory, ethical and social requirements
- Promote equality of opportunity and diversity in your area of responsibility
- Lead change
- Plan change
- Implement change
- Recruit, select and keep colleagues
- Allocate and monitor the progress and quality of work in your area of responsibility
- Provide learning opportunities for colleagues
- Manage finance for your area of responsibility
- Manage a project
- Manage a programme of complementary projects
- Work with others to improve customer service
- Build your organisation's understanding of its market and customers
- Manage the achievement of customer satisfaction

### 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 ring 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 deliver the training at no cost to you and your organisation, please speak us on the number above about our commercial training rates or other funding opportunities.

