

Level 3 Certificate in Management

The EDI Level 3 Certificate in Management provides valuable professional recognition for experienced and aspiring first line managers.

This streamlined, flexible programme is ideal for learners who wish to achieve a nationally recognised certificate in short timescales.

This course is based on recognised occupational standards and is jointly certificated by Best Practice and EDI – the leading UK and international Awarding Body.

Learners complete a series of online learning modules to develop their understanding and skills. Optional workshops are available for in-company groups.

Candidates are assessed through two online, multiple-choice tests which may be taken in the workplace.

- Course duration: 10–12 weeks
- Recommended learning: 40 hours
- Assessed through two, online multiple-choice tests – 60 minutes, 25 questions each
- Supported by e.learning and optional in-company workshops

To achieve the Certificate, candidates complete a total of *two* units.

Mandatory units

- Self Development and Leadership
- Managerial Responsibilities

Assessment Objectives

The assessment allows candidates to demonstrate their knowledge and understanding of:

- The principles that underpin professional development
- The skills needed to provide leadership
- The process of allocating and ensuring quality of work
- Health and safety requirements
- The role of communication in a management context
- The skills needed to handle conflict

Highlights

- Based on recognised occupational standards
- Flexible online learning
- Streamlined online assessment

Progression

Successful learners may progress to an NVQ Level 3 or Advanced Apprenticeship in Management.