

NVQ Certificate in Management

The Level 3 NVQ Certificate in Management develops essential management skills and provides valuable professional recognition for supervisory and first-line managers.

It is based on recognised occupational standards and is jointly certificated by Best Practice and Edexcel – the leading Awarding Body for vocational qualifications.

- Course duration: 6 – 9 months
- Assessed through observation, discussion, testimony, workplace evidence and written worksheets
- Supported by e.learning and optional in-company workshops

To achieve the NVQ, candidates must achieve a total of 25 credits. Candidates must complete *three* mandatory units and optional units with a combined value of 11 credits.

Level 3

Mandatory units
■ Manage own professional development within an organisation (4)
■ Set objectives and provide support for team members (5)
■ Plan, allocate and monitor work of a team (5)
Optional units – Group B
■ Managing personal development (4)
■ Develop working relationships with colleagues (3)
■ Participate in meetings (2)
■ Communicate information and knowledge (3)
■ Manage or support equality of opportunity, diversity and inclusion in own area of responsibility (4)
■ Support team members to identify, develop and implement new ideas (4)
■ Manage conflict in a team (3)
■ Lead and manage meetings (3)
■ Make effective decisions (3)
■ Manage knowledge in own area of responsibility (4)
■ Procure supplies (2)
■ Manage customer service in own area of responsibility (4)

Highlights

- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors

Progression

Candidates may progress to a Level 5 NVQ Diploma in Management.