

NVQ Diploma in Management

The Level 5 NVQ Diploma in Management is a recognised professional recognition for middle managers. It develops and provides professional recognition for a broad range of management skills and competencies.

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: 9 – 12 months
- Assessed through observation, discussion, testimony, workplace evidence and written questions
- Supported by e.learning and optional in-company workshops

To achieve the NVQ, candidates must achieve a total of 38 credits. Candidates must complete *four* mandatory units and complete *optional units* with a combined value of 15 credits.

Level 5

Mandatory units
■ Provide leadership and direction in your area of responsibility (5)
■ Develop and evaluate operational plans for own area of responsibility (6)
■ Plan change in own area of responsibility (6)
■ Work productively with colleagues and stakeholders (6)
Optional units – Group B
■ Implement change in own area of responsibility (6)
■ Recruit staff in own area of responsibility (4)
■ Plan, allocate and monitor work in own area of responsibility (5)
■ Support learning and development in own area of responsibility (5)
■ Address performance problems affecting team members (3)
■ Build, support and manage a team (4)
■ Plan and manage a project (8)
■ Manage the achievement of customer satisfaction (6)
■ Prepare for and support quality audits (4)
■ Establish risk management processes for an organisation (6)
■ Examine staff turnover issues in own area of responsibility (4)
■ Develop collaborative relationships with other organisations (7)
■ Promoting the use of technology within an organisation (4)
■ Manage health and safety across an organisation (6)
■ Monitor and review business processes (3)
■ Develop a customer-focused organisation (5)
■ Manage product development and marketing (7)

Highlights

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

Progression

Candidates may progress to a Level 7 NVQ Diploma in Management.