

# Management NVQ Level 3

This is a recognised professional qualification for supervisory and first-line managers.

It helps develop knowledge and essential management skills – providing valuable professional recognition of performance and achievement in the workplace.

- Course duration: 6 – 9 months
- Assessed through observation, discussion, documentation, testimony and personal statement.
- Supported through e.learning and onsite workshops

Candidates are assessed by Best Practice in the workplace using innovative and streamlined assessment methods.

- Candidates must complete a total of *seven* units
- Candidates complete *four* mandatory units and *three* optional units

Mandatory Units	
1	Manage your own resources and professional development
2	Provide leadership in your area of responsibility
3	Allocate and monitor the progress and quality of work in your area of responsibility
4	Ensure health and safety requirements are met in your area of responsibility
Optional Units ( <i>choose three optional units</i> )	
5	Promote equality of opportunity and diversity in your area of responsibility
6	Encourage innovation in your area of responsibility
7	Plan change
8	Implement change
9	Develop productive working relationships with colleagues
10	Recruit, select and keep colleagues
11	Provide learning opportunities for colleagues
12	Manage a budget
13	Manage a project
14	Monitor and solve customer service problems
15	Work with others to improve customer service

## Highlights

- Based on recognised occupational standards
- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors
- No written exams or tests

## Best Practice Training & Development Ltd

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