

Management NVQ

This NVQ 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 personal statements
- Supported by e.learning and optional in-company workshops

To achieve the NVQ, candidates complete a total of *seven* units. Candidates must complete *four* mandatory units and *three* optional units.

Level 3

Mandatory units
■ Manage your own resources and professional development
■ Provide leadership in your area of responsibility
■ Allocate and monitor the progress and quality of work in your area of responsibility
■ Ensure health and safety requirements are met in your area of responsibility
Optional units
■ Promote equality of opportunity and diversity in your area of responsibility
■ Encourage innovation in your area of responsibility
■ Plan change
■ Implement change
■ Develop productive working relationships with colleagues
■ Recruit, select and keep colleagues
■ Provide learning opportunities for colleagues
■ Manage a budget
■ Manage a project
■ Monitor and solve customer service problems
■ 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

Apprenticeships

To complete a government funded apprenticeship programme, candidates will also need to undertake an additional Technical Certificate.

Progression

Candidates may progress to a Management NVQ Level 4.