

Management NVQ

This NVQ is the recognised professional recognition for middle and second-line 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 personal statements
- Supported by e.learning and optional in-company workshops

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

Level 4

Mandatory units
■ Develop and implement operational plans for your area of responsibility
■ Encourage innovation in your area of responsibility
■ Develop productive working relationships with colleagues and stakeholders
■ Ensure health and safety requirements are met in your area of responsibility
■ Manage business processes
Optional units
■ Manage your own resources and professional development
■ Develop your personal networks
■ Promote equality of opportunity and diversity in your area of responsibility
■ Provide leadership in your area of responsibility
■ Ensure compliance with legal, regulatory, ethical and social requirements
■ Encourage innovation in your area of responsibility
■ Lead change
■ Plan change
■ Implement change
■ Recruit, select and keep colleagues
■ Allocate and monitor the progress and quality of work in your area of responsibility
■ Provide learning opportunities for colleagues
■ Manage finance for your area of responsibility
■ Manage a project
■ Manage the achievement of customer satisfaction
■ Work with others to improve customer service
■ Build your organisation’s knowledge of its customers and its market

Highlights

- Based on recognised occupational standards
- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors