

Management NVQ Level 3



Who would benefit from this NVQ?

This qualification aims to give participants an opportunity to develop their management performance, become more effective and to progress their career. The wide choice of optional units gives a high level of flexibility, allowing the qualification to be tailored to meet the varying needs of participants and employers across all employment sectors.

What does the NVQ cover?

Learners are required to take four mandatory units plus three additional units from the list of optional choices:

Mandatory units

- Manage your own resources and professional development
- Provide leadership in your area or responsibility
- Allocate and monitor the progress and quality of work in your area of responsibility
- Ensure your health and safety requirements are met in your area

Optional units

- Promote equality of opportunity and diversity
- Encourage innovation
- Plan change
- Implement change
- Develop productive working relationships
- Recruit, select and keep colleagues
- Providing learning opportunities for colleagues
- Help team members address problems affecting their performance
- Build and manage teams
- Meet health and safety requirements

Optional units - *continued*

- Lead meetings
- Participate in meetings
- Manage a budget
- Manage the environmental impact of your work
- Make affective decisions
- Communicate information
- Manage a project
- Monitor and solve customer problems
- Work with others to improve customer services

Course overview

Qualification:	Certificate
Credits:	N/A
Duration:	Varies
Learning:	Workplace
Assessment:	Assessor

For more information contact Optimas Training on 01709 33 11 63 or visit www.optimas-training.co.uk

