

NVQ In Management



Level 3

Who would benefit from the Management NVQ?

The qualification aims to give participants an opportunity to develop their management performance, become more effective and to progress their career. Participants take four mandatory units (which look at managing resources, health and safety, leadership, and allocating/monitoring work) plus three optional units. 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 Management NVQ Level 3 cover?

The award includes mandatory units which cover the core elements of the management process to which optional units are added so as to tailor the qualification for each learner. These include:

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

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
- Help team members address problems affecting their performance
- Build and manage teams
- Lead meetings
- Participate in meetings
- Manage a budget
- Manage the environmental impact of your work
- Take effective decisions
- Communicate information and knowledge
- Manage a project
- Monitor and solve customer problems
- Work with others to improve customer service
- Meeting Health & Safety Requirements

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