



# Management NVQ Level 3



## Course Content

This is a **7** unit qualification consisting of **4** mandatory units and **3** optional units, which candidates can choose from a group. All **7** units must be completed in order to achieve the full qualification although single unit accreditation is also available.



## 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



- Monitor and solve customer service problems
- Work with others to improve customer service

## 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

## Why do this course?

The course assesses your knowledge and understanding of key management activities giving you an opportunity to develop your performance in your role to become more effective and to progress your career. On completion of this course you will receive a nationally recognised qualification that proves you have attained a national level of job competence.





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## How do I know if this course is suitable for me?

The NVQ Level 3 in Management is for practicing first line managers who have decision making responsibilities within defined limits and wider responsibility for people and their performance. Your assessor will look at your job role to establish whether this qualification is suitable for you and make recommendations to which units will be most appropriate for you to do.

## Delivery

Delivery of this course will be either through a mix of workshops and onsite visits at your premises or solely through onsite visits depending on numbers. You will also be able to contact your assessor via phone and email between meetings should you have any difficulties or questions.

## Course Duration

An average time of completion is between 12-15 months for this course.

## To Apply

Please contact a member of our team on 01904 612 231 or return the enclosed fax back form.



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