



# Management NVQ Level 4



## Course Content

This is an **8** unit qualification consisting of **5** mandatory units and **3** optional units, which candidates can choose from a group. All **8** units must be completed in order to achieve the full qualification although single unit accreditation is also available.



## 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
- Provide leadership in your area of responsibility
- Ensure compliance with legal, regulatory, ethical and social requirements
- Promote equality of opportunity and diversity 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 a programme of complementary projects
- Work with others to improve customer service
- Build your organisations understanding of its market and customers
- Manage the achievement of customer satisfaction





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## 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.

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

The NVQ Level 4 in Management is aimed at middle managers with a wider span of control, greater accountability for performance and responsibility for determining resource allocation and operational methods. 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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