

NVQ Management Level 3

This NVQ is ideal for those who are working in supervising management positions and who are keen to develop their management skills. All Management NVQs are applicable across business sectors and organisations.

Candidates completing this NVQ may wish to progress to further qualifications at Level 3 and 4 in the same and related subject areas, including NVQ Management Level 4. Candidates may wish to top-up or enhance their training with Level 3 NVQ Advice and Guidance.

This qualification consists of 4 mandatory units:

- Unit A2: Manage your own resources and professional development
- Unit B6: Provide leadership in your area of responsibility
- Unit D6: Allocate and monitor the progress and quality of work in your area of responsibility
- Unit E6: Ensure health and safety requirements are met in your area of responsibility

Assessments will take place in the workplace and will include the following methods: Observation, professional discussion, questioning, and projects and assignments.

Optional units include the following from which 3 need to be chosen:

- Unit B11: Promote equality of opportunity and diversity in your area of responsibility
- Unit C2: Encourage innovation in your area of responsibility
- Unit C5: Plan change
- Unit C6: Implement change
- Unit D1: Develop productive working relationships with colleagues
- Unit D3: Recruit, select and keep colleagues
- Unit D7: Provide learning opportunities for colleagues
- Unit E1: Manage a budget
- Unit F1: Manage a project
- Unit F6: Monitor and solve customer service problems
- Unit F8: Work with others to improve customer service