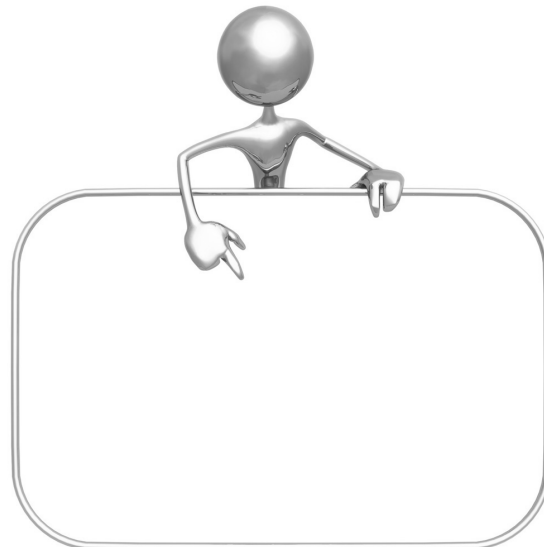


Management LEVEL 3



This qualification is for individuals working at a decision level within a Management role. This qualification can be completed as part of an Advanced Apprenticeship Framework.



THE QUALIFICATION STRUCTURE

Level 3 NVQ Certificate in Management

To achieve the Level 3 NVQ Certificate in management the learner must achieve

- a minimum of 25 credits overall
- 14 credits from the three mandatory units
- a minimum of 11 credits from optional units

Mandatory Units (14 Credits)

CU868 Manage Own Professional Development Within an Organisation
 CU761 Set Objectives and Provide Support for Team Members
 CU858 Plan, Allocate and Monitor Work of a Team

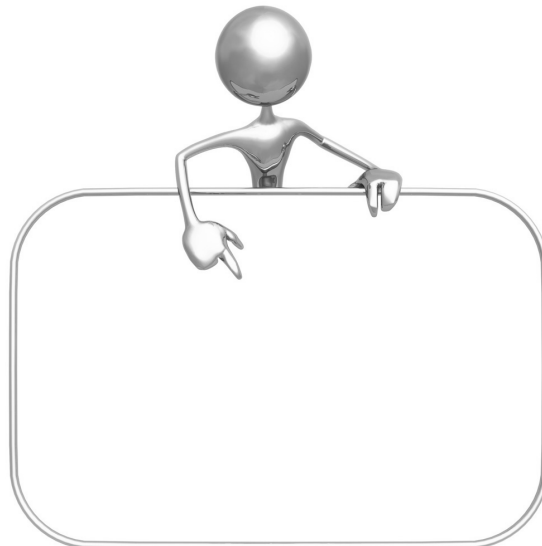
Optional Units (minimum of 11 Credits)

CU855 Manage Personal Development
 CU869 Develop, Maintain and Review Personal Networks
 CU870 Manage Risk in Own Area of Responsibility
 CU871 Review Risk Management Processes in Own Area of Responsibility
 CU859 Manage or Support Equality of Opportunity, Diversity and Inclusion in Own Area of Responsibility
 CU762 Provide Leadership and Direction for Own Area of Responsibility
 CU872 Ensure Compliance with Legal, Regulatory, Ethical and Social Requirements
 CU860 Support Team Members in Identifying, Developing and Implementing New Ideas
 CU873 Implement Change in Own Area of Responsibility
 CU856 Develop Working Relationships with Colleagues
 CU861 Manage Conflict in a Team
 CU862 Lead and Manage Meetings
 CU863 Participate in Meetings
 CU874 Support Individuals to Develop and Take Responsibility for Their Performance
 CU875 Know How to Follow Disciplinary Procedures
 CU876 Managing Grievance Procedures
 CU877 Support the Management of Redundancies in Own Area of Responsibility
 CU763 Develop Working Relationships With Colleagues and Stakeholders
 CU789 Recruit Staff in Own Area of Responsibility
 CU878 Plan, Allocate and Monitor Work in Own Area of Responsibility
 CU764 Support Learning and Development Within Own Area of Responsibility
 CU879 Address Performance Problems Affecting Team Members
 CU880 Build, Support and Manage a Team
 CU864 Make Effective Decisions
 CU857 Communicate Information and Knowledge
 CU865 Manage Knowledge in Own Area of Responsibility
 CU866 Procure Supplies
 CU881 Manage a Tendering Process
 CU882 Develop and Implement a Risk Assessment Plan in Own Area of Responsibility
 CU765 Manage Physical Resources
 CU766 Manage the Environmental Impact of Work Activities
 CU883 Plan and Manage a Project
 CU884 Manage the Achievement of Customer Satisfaction
 CU885 Prepare for and Support Quality Audits
 CU867 Manage Customer Service in Own Area of Responsibility
 CU886 Develop and Implement Marketing Plans
 CU887 Analyse the Market in Which Your Organisation Operates

Management LEVEL 5



This qualification is for individuals working at a decision level within a Management role. This qualification is not funded.



THE QUALIFICATION STRUCTURE

Level 5 NVQ Certificate in Management

To achieve the Level 5 NVQ Certificate in management the learner must achieve

- a minimum of 38 credits overall
- 23 credits from the from mandatory units
- a minimum of 15 credits from optional units

Mandatory Units (23 Credits)

- CU1045 Develop and evaluate operational plans for own area of responsibility
- CU762 Provide leadership and direction for own area of responsibility
- CU1046 Plan change in own area of responsibility
- CU1047 Work productively with colleagues and stakeholders

Optional Units (15 credits)

- CU869 Develop, maintain and review personal networks
- CU1048 Establish risk management processes for an organisation
- CU870 Manage risk in own area of responsibility
- CU871 Review risk management processes in own area of responsibility
- CU1049 Promote equality of opportunity, diversity and inclusion across an organisation
- CU1050 Inform strategic decision-making
- CU872 Ensure compliance with legal, regulatory, ethical and social requirements
- CU1051 Support the culture of an organisation
- CU1052 Lead innovation within an organisation
- CU873 Implement change in own area of responsibility
- CU874 Support individuals to develop and take responsibility for their performance
- CU875 Know how to follow disciplinary procedures
- CU876 Managing grievance procedures
- CU877 Support the management of redundancies in own area of responsibility
- CU1053 Developing collaborative relationships with other organisations
- CU763 Develop working relationships with colleagues and stakeholders
- CU789 Recruit staff in own area of responsibility
- CU1054 Examine staff turnover issues in own area of responsibility
- CU878 Plan, allocate and monitor work in own area of responsibility
- CU764 Support learning and development within own area of responsibility
- CU879 Address performance problems affecting team members
- CU880 Build, support and manage a team
- CU1055 Manage a budget for own area or activity of work
- CU881 Manage a tendering process
- CU1056 Outsource organisational processes
- CU1057 Promote the use of technology within an organisation
- CU882 Develop and implement a risk assessment plan in own area of responsibility
- CU1058 Manage health and safety across an organisation
- CU765 Manage physical resources
- CU766 Manage the environmental impact of work activities
- CU883 Plan and manage a project
- CU1059 Develop a customer-focused organisation
- CU884 Manage the achievement of customer satisfaction
- CU885 Prepare for and support quality audits
- CU1060 Conduct a quality audit
- CU1061 Manage product development and marketing
- CU1062 Manage a programme of complementary projects
- CU790 Monitor and review business processes
- CU886 Develop and implement marketing plans
- CU887 Analyse the market in which your organisation operates