

NVQ Level 3 in Management

Who is it for?

This course is for first line managers who have decision-making responsibilities within defined limits and wider responsibility for people, their performance and also access their knowledge and understanding of key management activities. It also gives managers an opportunity to develop in their job to become more effective and to progress their career.

Accreditation

The course is accredited by ILM

Course content

The course consists of 4 mandatory units and 3 optional units. These are:

Mandatory

- 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

Optional

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

Progression

Successful candidates at all levels may expect to benefit from enhanced career prospects within management and leadership.