

Who is this NVQ for?

The Levels 3 NVQ in Management is a 'cross-sector' qualification. This means that it can be taken by managers across a wide variety of areas, including NHS trusts, educational institutions, government departments, the voluntary sector and the private sector.

NVQ Level 3

As a Level 3 candidate you can expect to be working as a supervisor or line manager. The content of Level 3 mandatory units covers further development on resource management, professional development, health and safety and allocation and monitoring of work skills. There are also three option units from a wide selection of management skills. To achieve the whole qualification at Level 3, you must prove competence in four mandatory units and three option units.

Level 3 Units

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

Option units

- 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 D8: Help team members address problems affecting their performance
- Unit D9: Build and manage teams
- Unit D11: Lead meetings
- Unit D12: Participate in meetings
- Unit E1: Manage a budget
- Unit E9: Manage the environmental impact of your work
- Unit E10: Take effective decisions
- Unit E11: Communicate information and knowledge
- Unit F1: Manage a project
- Unit F6: Monitor and solve customer service problems
- Unit F8: Work with others to improve customer service