

Programme Outline: NVQ Level 3 Management (Ref 007)

Duration: 20—32 weeks

Venue: In the trainee's workplace

Date/Time: Dates and times suit learner, your employer the



Example Programme and Content:

- Induction—what is an NVQ?
Introduction to leadership — Understand leadership styles, qualities and review own leadership qualities and potential. Action plan for evidence gathering (B6).
- Solving problems and making decisions — Know how to describe a problem, gather and interpret information, how to solve a problem, how to plan the implementation and communication of decisions. Action plan for evidence gathering (B6 & D6).
- Building the team — Understand how to develop and maintain trust at work and how to build the team and how to increase information awareness in the workplace (D1).
- Putting together your portfolio of evidence and assessment planning. Review of evidence so far.
- Observation and assessment.
- Achieving objectives through time management — Know how to use effective time management to prioritise and achieve objectives. Action plan for evidence gathering / Assessment (D6).
- Understanding change in the workplace — Understand change and the effects of change on people and finance in an organisation. Action plan for evidence gathering (2, C5 & C6).
- Planning change in the workplace — Understand the forces, planning and continuous improvement in an organisation. Action plan for evidence gathering / Assessment.
- Coaching and training your work team — Understand training appropriate to the workplace and how to coach an individual in an organisation. Action plan for evidence gathering / Assessment (D7).
- Final assessment session.

In addition to the tutor / assessment sessions, learners will be allocated key tasks and assignments and should expect to spend at least 2 hours a week on this guided learning.



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Academy of Learning, Parklands Business Centre, Stortford Road, Leaden Roding,
Dunmow, Essex CM6 1GF. Tel: 01279 877902 Fax: 01279 877903.

Email: linda@academyoflearning.co.uk Website: www.academyoflearning.co.uk

Issued 24th February 2010. *If you would like this information in another format please let us know your requirements.*



Introduction to Qualification

The ILM Level 3 S/NVQ in Management has been specially designed for first line managers with responsibility for; managing budgets, allocating work to team members/colleagues/contractors, achieving specific results and for some decision making.

The qualification aims to give participants an opportunity to develop their management performance, become more effective and to progress their career.

Participants take four mandatory units (which look at managing resources, health and safety, leadership, and allocating/monitoring work) plus three optional units. The wide choice of optional units gives a high level of flexibility, allowing the qualification to be tailored to meet the varying needs of participants and employers across all employment sectors.

Mandatory Units

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

Optional Units

- B11 Promote equality of opportunity and diversity in your area of responsibility
- C2 Encourage innovation in your area of responsibility Plan change
- C5 Implement change
- C6 Develop productive working relationships with colleagues
- D3 Recruit, select and keep colleagues
- D7 Provide learning opportunities for colleagues
- D8 Help team members address problems affecting their performance
- D9 Build and manage teams
- D11 Lead meetings
- D12 Participate in meetings
- E1 Manage a budget
- E9 Manage the environmental impact of your work
- E10 Take effective decisions
- E11 Communicate information and knowledge
- F1 Manage a project
- F6 Monitor and solve customer problems
- F8 Work with others to improve customer service

Training Approach:

All training will be workshop based, participative and relevant to the organisation. In addition delegates will have a number of self study units to complete.

Assessment Approach:

Develop a portfolio of competences based on the work completed and additional professional discussions.

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