



Management NVQ Level 3 (Workbased)

COURSE OVERVIEW

The Level 3 Award in Management is designed to provide an introduction to the necessary skills, roles and responsibilities of management. It is intended for managers who have tightly defined areas of management responsibility, need to achieve specific results by using resources effectively, have responsibility for making some decisions and managing budgets, and are responsible for the allocation of work to team members, colleagues or contractors.

The qualification is flexible and candidates can choose which skills they need to develop to help in their particular job, and then follow a tailor-made programme that meets their individual needs. Although no previous formal qualifications are required to embark on the NVQ, participants will need to demonstrate some management experience.

COURSE CONTENT

Candidates are required to complete four mandatory units and three optional units in order to achieve the full qualification.

MANDATORY UNITS

- Managing resources and professional development
- Providing leadership in your area of responsibility
- Allocate and monitor the progress and quality of work in your area of responsibility
- Ensure health and safety requirements are met in your area of responsibility

OPTIONAL UNITS

Three optional units will be chosen from a list after discussion with an assessor.

TRAINING & ASSESSMENT

Training will consist of workshops run half a day per week in the morning or evening for 8 weeks and will include on-site assessments within the workplace. A tutor and assessor will be assigned for the length of the course.



FURTHER ASSESSMENT WILL INCLUDE:

- In-class written assignments to demonstrate knowledge and understanding.
- Observations in the work place to assess competence.
- Projects which will include a defined number of tasks to complete based on experience from the work place.
- Professional discussions (recorded audio question-and-answer sessions)

ENTRY REQUIREMENTS

Candidates will need to be employed in a role where they are a practicing manager either internally within an organisation or externally as a volunteer for an agreed number of hours per week.

Candidates will need to complete a successful interview, initial assessment and screening session in order to be accepted onto the programme. The initial assessment, prior knowledge and workplace commitments will be taken into consideration before designation to a specified delivery programme of training.

NVQs require the production of a portfolio. Portfolio development sessions with guided support and individual tuition are included in order to improve candidate's chances of completing the course to schedule.

Candidates will be visited by an assessor who will assess competence based on training received after completing each training workshop.

ENROLMENT

To enrol, candidates are required to attend a recruitment day for interview, assessment and screening.

FEES

Based upon eligibility of the candidate and subject to initial assessment and screening.

INTERESTED?

If you would like to find out more, please call 020 8439 8937 or email employers@racc.ac.uk
