



Technical and Vocational Education and Training (TVET) Council



Occupational Standards of Competence

Management

Level 3

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Qualification Overview

NVQ

In

Management Level 3

NVQ in Management – Level 3

Qualification Overview

Management NVQs are aimed at people in management roles across all occupations and sectors of employment.

Like all NVQs this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent in their work role.

Who is this qualification for:

The Management Level 3 qualification is broadly aimed at those who are responsible for the control of activities and work output of a team who have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example, providing leadership, planning and implementing change, managing a budget, managing a project.

To achieve the full award, candidates must complete seven units, including four mandatory units and three optional units. Candidates choose the optional units which best suit their work situation and job role.

APPROVED NATIONAL VOCATIONAL QUALIFICATION STRUCTURE**MANAGEMENT LEVEL 3**

To achieve a full award, candidates must complete seven units, including **five** mandatory units and **two** optional units. Candidates choose the optional units which best suit their work situation and job role.

Mandatory Units (All must be completed)**TVETC CODES**

Manage your own resources and professional development	U28203
Provide leadership in your area of responsibility	U28303
Allocate and monitor the progress and quality of work in your area	U28403
Ensure health and safety requirements are met in your area of responsibility	U28503
Manage a project	U29403

Optional Units (Select two)

Promote equality of opportunity and diversity in your area of responsibility	U28603
Encourage innovation in your area of responsibility	U28703
Plan change	U28803
Implement change	U28903
Develop productive working relationships with colleagues	U29003
Recruit, select and keep colleagues	U29103
Provide learning opportunities for colleagues	U29203
Manage a budget	U29303

NVQ in Management – Level 3 (continued)

Evidence requirements:

The following guidance applies to the evidence requirements of each unit and should be read in conjunction with the unit specification.

In order to achieve any unit you must demonstrate that you meet all of its requirements. This means all of the performance criteria and behaviours and every item of knowledge and understanding. Your assessor must be able to observe you in the workplace and you must provide tangible evidence to your assessor.

To help you identify relevant, tangible evidence the *evidence requirements* for each unit list a wide range of possible items of evidence. Please note, you are not expected to produce each item of evidence listed – the evidence requirements identify examples of the evidence that you might be able to produce. Similarly, the references to *Behaviours* and to *Knowledge and Understanding* suggest what the evidence **may** demonstrate. It is your responsibility to collect appropriate evidence, make sure that it demonstrates the *performance criteria* required, and show which *Behaviours* and *Knowledge and Understanding* are also apparent.

A personal statement may accompany the evidence for each unit. The *Evidence requirements* identify certain performance criteria where this is more likely to be of value. A personal statement is not real work evidence, but it can be useful in explaining and reflecting on your behaviour in achieving certain outcomes and why you behaved as you did, thus helping to link evidence of *performance criteria* to *Behaviours* and *Knowledge and Understanding*. Witness statements should be made both by those who report to you and those to whom you report (except if you do not report to anyone – for example, if you own the organization).

Your assessor must be given sufficient time to become familiar with the evidence. The physical evidence will provide the basis for a dialogue between you and your assessor. This discussion will provide you with an opportunity to show how the physical evidence you have presented covers the performance criteria, behaviours and items of knowledge and understanding.

You must appreciate that your assessor may feel that further evidence is required and the discussion could be used to identify the type of further evidence required and where this can be obtained.

Simulation

Simulation is not allowed. However, wherever access to assessment is jeopardized by this guidance is to be sought from the TVET Council.