

## **Session 2009/2010**

### **NVQ Management Level 3: Overview**

Management National Vocational Qualifications (NVQs) are aimed at people in management roles across all occupations and sectors of employment. The Management Level 3 qualification is aimed at individuals with a supervisory level of personal responsibility and autonomy in their management role. They will have the ability and the opportunity to demonstrate recognisable management and leadership skills – for example, managing their own resources, providing leadership in their area of responsibility, monitoring work, planning and implementing change.

To achieve the full award, learners complete seven units – four mandatory and three optional.

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

### **The Stafford College NVQ Programme**

The Stafford College NVQ programme offers a flexible approach to assessment. Learners are work-based and achieve through Portfolio Building which offers a quality-assured route to achievement.

The programme includes the following elements:

- initial assessment
- induction
- specialist tutor support
- counselling and guidance
- additional learning support where necessary and appropriate.

**Duration of course:** usually a maximum of one year - with 12 assessor visits of 1 – 1.5 hours each.

**Entry requirements:** There are no formal entry requirements. A skill scan will be carried out prior to starting the qualification and a discussion held with the assessor to ensure the learner's duties, responsibilities and accountabilities are consistent with the NVQ level 3 Management qualification. The awarding body is OCR (Oxford Cambridge and RSA Examinations).

**Venue:** the learner's place of work and Stafford College

**Delivery:** The course can be started at any time on a roll-on, roll-off basis. All meetings with the assessor are one-to-one with assessment plans being agreed and produced individually. Learners are prepared for their assessment and are required to meet NVQ standards (these comprise a set of outcomes, behaviours and knowledge and understanding requirements).

Each learner needs to:

- supply evidence of his/her achievement in management against the national standards

- identify sources of evidence through planning with the assessor
- provide process and knowledge evidence through in-depth oral and/or written questions.
- identify people whom the assessor can contact to authenticate evidence and confirm competence
- produce a clear record of evidence and assessment which references to the outcomes, behaviours, knowledge and understanding of each unit.

**Course Programme:** NVQ Management Level 3 comprises four mandatory units and three optional units (from a choice of 11):

**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
- C5 Plan change
- C6 Implement change
- D1 Develop productive working relationships with colleagues
- D3 Recruit, select and keep colleagues
- D7 Provide learning opportunities for colleagues
- E1 Manage a budget
- F1 Manage a project
- F6 Monitor and solve customer service problems
- F8 Work with others to improve customer service

**Further qualifications**

Stafford College works closely with Staffordshire University. For those students wishing to continue with their studies, students on the level 3 programme can move onto level 4 and choose units that they have not already completed. Once they have achieved a level 4 Staffordshire University offers NVQ level 4 Management students the opportunity to move onto the Postgraduate Certificate in Management Practice (CMP). This is a two semester course requiring nine months of study (Monday or Wednesday evenings or Tuesday afternoons). Acceptance onto this programme would be considered on an individual basis.

If you would like any more information on this qualification, please contact:

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