

Management NVQ Level 3

Description	This is a generic award aimed at those operating in a supervisory role, whether within a team of administrators, bar workers or technicians. Unlike other awards, the Management NVQ at level 3 can be applied to management practices in any sector.
Qualification	The Management NVQ award provides formal recognition of management competence, reflecting on current practice and competencies leading to improvement and increased productivity. Completion of the NVQ level 3 can provide access to promotion opportunities or a range of higher qualifications including degree level. The qualification is structured to allow the candidate to work at their own pace, with their own assessor during working hours.
Timescale	3 to 6 months, dependant on the individual candidates circumstances.
Content	<p>Core units</p> <ul style="list-style-type: none">• Manage your own resources and professional development• Provide leadership in your area of responsibility• Allocate and monitor the progress and quality of work in your area of responsibility• Ensure health & safety requirements are met in your area of responsibility <p>Optional units</p> <ul style="list-style-type: none">• Promote equality of opportunity and diversity in our area of responsibility• Plan change• Implement change• Develop productive working relationships with colleagues• Provide learning opportunities for colleagues• Manage a budget• Manage a project• Monitor and solve customer service problems• Work with others to improve customer service
Awarding body	The awarding body for this qualification is Edexcel
Assessment	<p>To achieve the NVQ, candidates must successfully complete the four core units plus three optional units.</p> <p>Assessment takes place through direct observation within a work setting combined with inspection of supplementary evidence such as assignments, professional discussion, witness testimonies and work products</p>
Contact us	<p>For more information please contact Mapalim on info@mapalim.com or by telephone on 020 7284 3215.</p> <p>181-187 Queen's Crescent, London NW5 4DS www.mapalim.com</p>

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