

## Management NVQ Level 4

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<b>Description</b>	This is a generic award aimed at middle management. It is suitable for those who manage services or projects, lead/senior practitioners, peripatetic advisers and support workers. Unlike other awards offered, the NVQ Management Level 4 can be applied to management practices in any sector.
<b>Qualification overview</b>	The Level 4 award provides formal recognition of management competence. The qualification covers effective planning, working for objectives, managing yourself and health and safety in the work environment. The qualification is structured to allow the candidate to work at their own pace, with their own assessor during working hours.
<b>Timescale</b>	3 to 6 months, dependant on the individual candidates circumstances.
<b>Content</b>	<p><b>Core units</b></p> <ul style="list-style-type: none"><li>• Develop and implement operational plans for your area of responsibility.</li><li>• Encourage innovation in your area of responsibility</li><li>• Develop productive working relationships with colleagues and stakeholders</li><li>• Manage business processes</li></ul> <p><b>Optional units</b></p> <ul style="list-style-type: none"><li>• Manage your own resources and professional development</li><li>• Develop your personal networks</li><li>• Provide leadership in your area of responsibility</li><li>• Ensure compliance with legal, regulatory, ethical and social requirements</li><li>• Promote equality of opportunity and diversity in your area of responsibility</li><li>• Lead change</li><li>• Plan change</li><li>• Recruit, select and retain colleagues</li><li>• Manage a project</li></ul>
<b>Awarding body</b>	The awarding body for this qualification is Edexcel
<b>Assessment</b>	<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>
<b>Contact us</b>	<p>For more information please contact Mapalim on <a href="mailto:info@mapalim.com">info@mapalim.com</a> or by telephone on 020 7284 3215.</p> <p>181-187 Queen's Crescent, London NW5 4DS <a href="http://www.mapalim.com">www.mapalim.com</a></p>

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