

EDI Level 3 NVQ in Management

Qualification Title	EDI Level 3 NVQ in Management																																																																		
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Qualification Overview	<p>The EDI Level 3 NVQ in Management has been developed from the National Occupational Standards produced by the Management Standards Centre (MSC), the national Standard Setting Body for Management and Leadership. The aim of this NVQ is to contribute to the skills, knowledge and overall performance of Management and Leadership. This NVQ is designed for those people who:</p> <ul style="list-style-type: none"> ▪ are entering a management role, or wish gain a qualification that formally recognises their skills ▪ manage a team and are responsible for its performance ▪ are middle managers and who have a wider managerial role, which could include recruitment and budgetary responsibilities 																																																																		
Qualification Structure	<p>To achieve a Level 3 NVQ in Management, you must complete 7 units including the 4 mandatory core units.</p> <p>Mandatory Core (4 Units)</p> <table border="0"> <tr> <td>UNIT 1</td> <td>(Unit A2)</td> <td>Manage your own resources and professional development</td> </tr> <tr> <td>UNIT 2</td> <td>(Unit B6)</td> <td>Provide leadership in your area of responsibility</td> </tr> <tr> <td>UNIT 3</td> <td>(Unit D6)</td> <td>Allocate and monitor the progress and quality of work in your area of responsibility</td> </tr> <tr> <td>UNIT 4</td> <td>(Unit E6)</td> <td>Ensure health and safety requirements are met in your area of responsibility</td> </tr> </table> <p>Optional Units</p> <table border="0"> <tr> <td>UNIT 5</td> <td>(Unit B11)</td> <td>Promote equality of opportunity and diversity in your area of responsibility</td> </tr> <tr> <td>UNIT 6</td> <td>(Unit C2)</td> <td>Encourage innovation in your area of responsibility</td> </tr> <tr> <td>UNIT 7</td> <td>(Unit C5)</td> <td>Plan change</td> </tr> <tr> <td>UNIT 8</td> <td>(Unit C6)</td> <td>Implement change</td> </tr> <tr> <td>UNIT 9</td> <td>(Unit D1)</td> <td>Develop productive working relationships with colleagues</td> </tr> <tr> <td>UNIT 10</td> <td>(Unit D3)</td> <td>Recruit, select and keep colleagues</td> </tr> <tr> <td>UNIT 11</td> <td>(Unit D7)</td> <td>Provide learning opportunities for colleagues</td> </tr> <tr> <td>UNIT 12</td> <td>(Unit D8)</td> <td>Help team members address problems affecting their performance</td> </tr> <tr> <td>UNIT 13</td> <td>(Unit D9)</td> <td>Build and manage teams</td> </tr> <tr> <td>UNIT 14</td> <td>(Unit D11)</td> <td>Lead meetings</td> </tr> <tr> <td>UNIT 15</td> <td>(Unit D12)</td> <td>Participate in meetings</td> </tr> <tr> <td>UNIT 16</td> <td>(Unit E1)</td> <td>Manage a budget</td> </tr> <tr> <td>UNIT 17</td> <td>(Unit E9)</td> <td>Manage the environmental impact of your work</td> </tr> <tr> <td>UNIT 18</td> <td>(Unit E10)</td> <td>Take effective decisions</td> </tr> <tr> <td>UNIT 19</td> <td>(Unit E11)</td> <td>Communicate information and knowledge</td> </tr> <tr> <td>UNIT 20</td> <td>(Unit F1)</td> <td>Manage a project</td> </tr> <tr> <td>UNIT 21</td> <td>(Unit F6)</td> <td>Monitor and solve customer service problems</td> </tr> <tr> <td>UNIT 22</td> <td>(Unit F8)</td> <td>Work with others to improve customer service</td> </tr> </table>	UNIT 1	(Unit A2)	Manage your own resources and professional development	UNIT 2	(Unit B6)	Provide leadership in your area of responsibility	UNIT 3	(Unit D6)	Allocate and monitor the progress and quality of work in your area of responsibility	UNIT 4	(Unit E6)	Ensure health and safety requirements are met in your area of responsibility	UNIT 5	(Unit B11)	Promote equality of opportunity and diversity in your area of responsibility	UNIT 6	(Unit C2)	Encourage innovation in your area of responsibility	UNIT 7	(Unit C5)	Plan change	UNIT 8	(Unit C6)	Implement change	UNIT 9	(Unit D1)	Develop productive working relationships with colleagues	UNIT 10	(Unit D3)	Recruit, select and keep colleagues	UNIT 11	(Unit D7)	Provide learning opportunities for colleagues	UNIT 12	(Unit D8)	Help team members address problems affecting their performance	UNIT 13	(Unit D9)	Build and manage teams	UNIT 14	(Unit D11)	Lead meetings	UNIT 15	(Unit D12)	Participate in meetings	UNIT 16	(Unit E1)	Manage a budget	UNIT 17	(Unit E9)	Manage the environmental impact of your work	UNIT 18	(Unit E10)	Take effective decisions	UNIT 19	(Unit E11)	Communicate information and knowledge	UNIT 20	(Unit F1)	Manage a project	UNIT 21	(Unit F6)	Monitor and solve customer service problems	UNIT 22	(Unit F8)	Work with others to improve customer service
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Assessment Method	Portfolio of evidence
Additional Information	This NVQ is part of the Advanced Apprenticeship in Management
EDI Qualification Number	N2099
QCA Accreditation Number/LAD Reference	100/5700/6
Guided Learning Hours	Not Applicable
Accreditation Start Date	1 October 2005
Accreditation End Date	31 August 2010
Certification End Date	31 August 2013
Age Ranges	18+, 19+
Is this qualification eligible for LSC funding?	Funding is available for FE and WBL
Available Online	Not Applicable
Multiple Choice	Not Applicable
Technical Certificate	Not Applicable
Support Materials Available	A Candidate Pack and Support Pack (including sample questions) are available upon registration.
Information Sheet Issue Date	3 July 2008



Supporting learning
and performance