

EDI Level 4 NVQ in Management

To achieve a full Level 4 NVQ in Management, you must complete 8 units including the 5 mandatory units.

Mandatory Units (Complete all 5)

UNIT 1 (B1) (NU4263)	Develop and implement operational plans for your area of responsibility
UNIT 2 (C2) (NU4276)	Encourage innovation in your area of responsibility
UNIT 3 (D2) (NU4020)	Develop productive working relationships with colleagues and stakeholders
UNIT 4 (E6) (NU4278)	Ensure health and safety requirements are met in your area of responsibility
UNIT 5 (F3) (NU4329)	Manage business processes

Optional Units (Choose 3)

UNIT 6 (A2) (NU4309)	Manage your own resources and professional development
UNIT 7 (A3) (NU4335)	Develop your personal networks
UNIT 8 (B6) (NU4275)	Provide leadership in your area of responsibility
UNIT 9 (B8) (NU4330)	Ensure compliance with legal, regulatory, ethical and social requirements
UNIT 10 (B11) (NU4313)	Promote equality of opportunity and diversity in your area of responsibility
UNIT 11 (C4) (NU4331)	Lead change
UNIT 12 (C5) (NU4315)	Plan change
UNIT 13 (C6) (NU4316)	Implement change
UNIT 14 (D3) (NU4283)	Recruit, select and keep colleagues
UNIT 15 (D6) (NU4277)	Allocate and monitor the progress and quality of work in your area of responsibility
UNIT 16 (D7) (NU4306)	Provide learning opportunities for colleagues
UNIT 17 (D10) (NU6014)	Reduce and manage conflict in your team
UNIT 18 (D11) (NU6015)	Lead meetings
UNIT 19 (E2) (NU4280)	Manage finance for your area of responsibility
UNIT 20 (E8) (NU6016)	Manage physical resources
UNIT 21 (E9) (NU6017)	Manage the environmental impact of your work
UNIT 22 (E10) (NU6018)	Take effective decisions
UNIT 23 (F1) (NU4321)	Manage a project
UNIT 24 (F2) (NU4333)	Manage a programme of complementary projects
UNIT 25 (F8) (NU4323)	Work with others to improve customer service
UNIT 26 (F9) (NU4334)	Build your organisation's understanding of its market and customers
UNIT 27 (F11) (NU4332)	Manage the achievement of customer satisfaction