

NVQ Level 3 in Management

Gain a nationally recognised qualification from the Institute of Leadership and Management

The Institute of Leadership and Management's level 3 NVQ qualification is truly work-oriented – testing not only your knowledge and understanding of management techniques, but also assessing performance in your own work environment.

The qualification is based on national occupational standards developed by the Government approved Management Standards Centre and externally verified by the Institute of Leadership and Management.

Your ability will be measured against these demanding standards and the programme will provide all the necessary learning and support to help you achieve.

Real Life Experience

For many, the most useful part of the whole programme is that you are assessed on how you apply the skills and techniques learned in a real-life situation or project. So if you are planning to set up a new team, move office, introduce new working practices or any other significant management project, this programme will support you through the process. It will develop your skills, give you invaluable advice and input from professional management tutors and help you to achieve a successful business outcome – and a nationally recognised management qualification too!

12 week Programme

The 12-week programme will cover key management techniques and assess both skills and knowledge. It includes:

- Three full day workshops:
 - Managing yourself
 - Managing to achieve results
 - Managing people
- Workshop notes, exercises and learning materials
- Collaborative and group learning options
- Dedicated support from experienced assessors

In short, all the support needed to get the most from the programme and achieve a level 3 management qualification.

"The programme has helped me to focus on my role, see where I have made mistakes and enable me to have the right skills to manage and motivate my team. I am also better at managing my time."

Environmental Contracts Manager – LB of Bromley



To achieve the qualification, each candidate must demonstrate that they have reached the standard across

4 mandatory units that address general management skills and three role specific units, chosen from a list of 18 options – a total of 7 units altogether.

Mandatory Units (Complete all 4)

- A2 Manage your own resources and professional development
- B6 Provide leadership in your area of responsibility
- D6 Allocate & monitor the progress & quality of work in your area of responsibility
- E6 Ensure health and safety requirements are met in your area of responsibility

Role Specific Units (Choose 3)

- 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
- D8 Help team members address problems affecting their performance
- D9 Build and manage teams
- D11 Lead meetings
- D12 Participate in meetings
- E1 Manage a budget
- E Manage the environmental impact of your work
- E10 Take effective decisions
- E11 Communicate information and knowledge
- F1 Manage a project
- F6 Monitor and solve customer service problems
- F8 Work with others to improve customer service