



Management NVQ Level 3

Candidates are required to demonstrate achieved competencies in accordance with these national standards. The award is validated by EDEXCEL. It will be achieved by observation of current work practices and gathering a range of work based evidence from which candidates will be assisted to assemble a portfolio to support their claim that they perform their Supervisory Management duties and responsibilities in a competent manner. Assessment is based on what they know and can do. Candidates will be asked to show that they are competent by providing evidence that they:

- Can perform identified tasks consistently to the required standard.
- Have appropriate knowledge, and understand why they are doing things.
- Can apply the skills in a range of different situations.



The diagram above illustrates the functional areas covered by the Management Level 3 award. They were identified by consulting widely with employers, individual managers and other stakeholders during the course of the standards review project.

To achieve the NVQ qualification candidates must demonstrate competence in the following seven units:

A2: Manage Your Own Resources and Professional Development

B6: Provide Leadership In Your Area of Responsibility

D6: Allocate and Monitor the Progress and Quality of Work in Your Area of Responsibility

E6: Ensure Health & Safety Requirements are Met in Your Area of Responsibility

B11: Promote Equality of Opportunity and Diversity in Your Area of Responsibility

C5: Plan Change

D1: Develop Productive Working Relationships with Colleagues

After each candidate has been inducted (received appropriate advice and guidance) and eligibility for funding established, a group of candidates will follow a planned support and guidance programme. In between each session candidates will have access to support and guidance from Assessors during their on-site visits. They will also be encouraged to Network with their colleagues **and in addition to this candidates will be expected to allocate themselves approximately 3 hours week at their place of employment, to work on their Portfolio of Evidence.**

The programme includes:

- Induction Session for Candidates with all programme documentation and Materials
- EDEXCEL Candidate Registration, assessment and internal verification
- On-site Assessment and unlimited candidate support via telephone and E-Mail

For further information about the delivery of this award please contact Sharon Chadaway at Aurelia Training Ltd on 07890600162 or email sc@aureliatraining.com