

## Level 3 NVQ Certificate in Management.(QCF)

To achieve the Level 3 Apprenticeship in Management, learners must achieve a **minimum of thirty-eight credits**.

1. **Fourteen** credits must be completed from **Group A: Mandatory Units.**
2. A **minimum of eleven** credits from **Group B: Optional units.**
3. And **Thirteen** from the **L3 Certificate in Management Principles.**
4. Together with Functional Skills in English & Maths.

All units are assessed by portfolio.

### Group A: Mandatory Units

Unit Code	Unit Title	Level	Unit Credit
L/600/9586	Manage own professional development within an organisation.	3	4
M/600/9600	Set objectives and provide support for team members.	3	5
Y/600/9669	Plan, allocate and monitor work of team.	3	5

### Group B: Optional Units. (Examples of some typical units are shown below)

Unit Code	Unit Title	Level	Unit Credit
F/600/9469	Manage personal development.	2	4
R/600/9587	Develop, maintain and review personal networks.	4	4
L/600/9619	Manage risk in own area of responsibility.	4	3
R/600/9685	Manage conflict in a team	3	3
Y/600/9686	Lead and manage meetings	3	4
H/600/9688	Participate in meetings	2	2
T/600/9663	Recruit staff in own area of responsibility	5	4
F/600/9715	Make effective decisions	3	3
H/600/9724	Communicate information and knowledge.	2	3
T/600/9730	Manage knowledge in own area of responsibility.	3	4
L/600/9734	Procure supplies.	3	2
H/600/9703	Manage a tendering process	4	4
J/600/9711	Plan and manage a project.	4	8
D/600/9804	Manage customer service in own area of responsibility	3	4
F/600/9679	Address performance problems affecting team members.	4	3
M/600/9628	Manage or support equality of opportunity, diversity & inclusion in own area of responsibility.	3	4
L/600/9636	Support team members in identifying, developing & implementing new ideas	3	4
Y/600/9798	Prepare for and support quality audits.	4	4

### Level 3 Certificate in Management Principles (13 Credits) 3 Mandatory Units.

Unit Code	Unit Title	Level	Unit Credit
R/602/1285	Managing Self Development	3	4
H/602/1288	Responsibilities as a Manager.	3	5
K/602/1292	Objective setting and communicating to support teams.	3	4

Key / Functional skills			
	Maths	2	
	English	2	