

## NVQ Level 3 in Management

---

Accreditation Body: Institute of Leadership and Management

### Introduction/Summary

---

The ILM Level 3 S/NVQ in Management has been specially designed for first line managers with responsibility for: managing budgets, allocating work to team members/colleagues/contractors, achieving specific results and for some decision making. The qualification aims to give participants an opportunity to develop their management performance, become more effective and to progress their career.

### Qualification

---

To gain this qualification the learner must be employed in a first line management position with a team of people reporting into them.

Participants take four mandatory units (which look at managing resources, health and safety, leadership, and allocating/monitoring work) plus three optional units. The wide choice of optional units gives a high level of flexibility, allowing the qualification to be tailored to meet the varying needs of participants and employers across all employment sectors.

### Mandatory Units

---

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

### Optional Units

---

- Promote equality of opportunity and diversity in your area of responsibility
- Encourage innovation in your team area of responsibility
- Plan change
- Implement change
- Develop productive working relationships with colleagues
- Recruit, select and keep colleagues
- Help team members address problems affecting their performance
- Build and manage teams
- Lead Meetings
- Participate in meetings
- Manage a budget
- Manage the environmental impact of your work
- Take effective decisions
- Communicate information and knowledge

- Manage a project
- Monitor and solve customer problems
- Work with others to improve customer service

Candidates must complete the mandatory units then choose three from the remaining optional units to complete the qualification.