

Level 3 NVQ in Management

The Qualification structure below specifies the combination of units that need to be achieved for the individual to be awarded the qualification.

Qualification Title: Level 3 Diploma in Management

Minimum Credit Value: 55

The learner must achieve a minimum of 55 credits. 31 credits from the Mandatory Units and a minimum of 17 credits from Optional Group A. A maximum of 7 credits can be achieved from Optional Group B. A minimum of 48 credits must be achieved at Level 3 and above.

Mandatory Units - The learner must achieve 31 credits from the 5 units in this Mandatory Group.

Optional Group A - The learner must achieve a minimum of 17 credits in this Optional Group.

Optional Group B - The learner must achieve a maximum of 7 credits in this Optional Group.

Mandatory Units

Credit Value : **31** | Units Required: **5**

Title	Credits	Level
Manage team performance	4	3
Principles of people management	6	3
Principles of business	10	3
Principles of leadership and management	8	3
Manage personal and professional development	3	3

Optional Units

Credit Value : **24** | Units Required: **5**

Title	Credits	Level
Group A - Promote equality, diversity and inclusion in the workplace	3	3
Group A - Manage individuals' performance	4	3
Group A - Manage individuals' development in the workplace	3	3
Chair and lead meetings	3	3
Group A - Manage conflict within a team	5	3
Group A - Procure products and/or services	5	3
Group A - Implement change	5	3

Title	Credits	Level
Group A - Implement and maintain business continuity plans and processes	4	3
Group A - Collaborate with other departments	3	3
Group A - Support remote or virtual teams	4	3
Group A - Participate in a project	3	3
Group A - Develop and maintain professional networks	3	4
Group A - Develop and implement an operational plan	5	4
Group A - Encourage learning and development	3	4
Group A - Discipline and grievance management	3	4
Group A - Develop working relationships with stakeholders	4	4
Group A - Manage physical resources	4	4
Group A - Prepare for and support quality audits	3	4
Group A - Conduct quality audits	3	4
Group A - Manage a budget	4	4
Group A - Manage a project	7	4
Group A - Manage business risk	6	4
Group A - Manage knowledge in an organisation	5	4
Group A - Manage redundancy and redeployment	6	4
Group A - Encourage innovation	4	3
Group A - Manage the impact of work activities on the environment	4	4
Group A - Recruitment, selection and induction practice	6	4
Group B - Buddy a colleague to develop their skills	3	2
Group B - Contribute to the improvement of business performance	6	3
Group B - Negotiate in a business environment	4	3
Group B - Develop a presentation	3	3
Group B - Deliver a presentation	3	3
Group B - Contribute to the development and implementation of an information system	6	3
Group B - Resolve customers' problems	4	3
Group B - Resolve customers' complaints	4	3
Group B - Gather, analyse and interpret customer feedback	5	3
Group B - Employee rights and responsibilities	2	2
Group B - Health and Safety Procedures in the Workplace	2	2

Title	Credits	Level
Group B - Manage events	6	4
Group B - Review the quality of customer service	4	4