

NVQ/SVQ in Management Level 3

Who is it for?

The NVQ/SVQ in Management at level 3 is for you if you are a practising manager or supervisor with:

- a tightly defined area of responsibility
- some limited opportunity for taking decisions and managing budgets
- responsibility for achieving specific results by using resources effectively
- responsibility for allocating work to team members, colleagues or contractors.

Units in the award

The NVQ/SVQ in management at level 3 covers the full range of general management activities which managers working at this level are expected to carry out. It does not cover specialist functions (such as sales, accounting or engineering) which are covered by other, specialist VQs.

Management activities are divided into four generic key roles:

- A: manage activities,
- B: manage resources,
- C: manage people
- D: manage information

There are mandatory units from each of these key roles in the NVQ/SVQ in management at level 3.

If you supervise other staff, you can choose to be assessed against further units from the manage people key role. Otherwise you can select units from the specialist management key roles of manage energy and manage quality.

The level 3 award comprises 7 units, 5 are mandatory, 2 optional, the units are:

Mandatory units

- A1 Maintain activities to meet requirements
- B1 Support the efficient use of resources
- C1 Manage yourself
- C4 Create effective working relationships
- D1 Manage information for action

Optional units

- C7 Contribute to the selection of personnel for activities
- C9 Contribute to the development of teams and individuals
- C12 Lead the work of teams and individuals to achieve their objectives
- C15 Respond to poor performance in your team
- E5 Identify improvements to energy efficiency
- E8 Provide advice and support for improving energy efficiency
- F5 Provide advice and support for the development and implementation of quality systems
- F7 Carry out quality audits

How do I achieve the award?

You must decide if the award is for you. You need to ask yourself three questions about the units:

1. Do I consistently perform to the standard described?
2. Do I have evidence to prove it?
3. Do I have the knowledge and understanding required to perform in other contexts and circumstances, should they arise?

If the answer is yes to all of the above for a particular unit, you can prepare yourself for assessment in that unit. You must provide evidence to prove to an assessor that you consistently meet all the performance criteria.

If the answer is no to any of these questions you will need to do some work before you are ready for assessment. You should discuss this with your development adviser.

Choosing your options

Look at the following units from the NVQ/SVQ in Management Level 3.

In column A circle NO if you do not do this, or YES if you do. Do the same for the next unit until you have completed column A.

Now look at all the units against which you have circled YES. In column B rank these in order of importance for your job. Against the most important unit put 1 in column B and so on.

Usually you should choose as your options those units which you have ranked 1 and 2 in column B. However before deciding your options you may wish to discuss your choices with your line manager and adviser.

Optional Units	A Do you do this? Circle NO or YES	B How important is this unit? Rank 1,2, etc
C7 Contribute to the selection of personnel for activities	NO YES	
C9 Contribute to the development of teams and individuals	NO YES	
C12 Lead the work of teams and individuals to achieve their objectives	NO YES	
C15 Respond to poor performance in your team	NO YES	
E5 Identify improvements to energy efficiency	NO YES	
E8 Provide advice and support for improving energy efficiency	NO YES	
F5 Provide advice and support for the development and implementation of quality systems	NO YES	
F7 Carry out quality audits	NO YES	

For further information contact:-

Roddy MacPhee, LBDS, Lochaber College, An Aird, Fort William. PH33 6AN

Tel. No. 01397 874402

Fax No. 01397 874003