

Workplace Qualifications



ILM LEVEL 3 NVQ CERTIFICATE IN MANAGEMENT



The ILM Level 3 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. Participants take three mandatory units (which look at managing their own professional development, setting objectives and providing support for team members and planning, allocation and monitoring work for a team) plus a selection of 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.

Entry Requirements?

There are no formal educational requirements but participants will undertake an initial assessment to determine the appropriate NVQ, level and optional units. Participants should normally be employed in a first line management role; those who are not currently in employment may be able to join the qualification if they are able to gather evidence of recent first line management experience in a paid or voluntary capacity.

Duration?

An ILM Level 3 NVQ Certificate must be completed within three years of the start date, however most participants take between six months and one year.

Assessment?

Assessment of all Management NVQ's is through submission of evidence,

normally a portfolio and/or professional discussion, to demonstrate that the requirements are met at the relevant standard.

Structure?

Three mandatory units:

Manage own professional development within an organisation, Set objectives and provide support for team members, Plan, allocate and monitor work of a team.

Selection of optional units:

Manage personal development, participate in meetings, make effective decisions, Develop, maintain and review personal networks, provide leadership and direction for own area of responsibility, manage risk in own area of responsibility, recruit staff in own area of responsibility, manage physical resources, plan and manage a project.