

Management

Level 3 Framework

NVQ Level 3
A National Vocational Qualification enhances work performance

Functional Skills
(commencing September '10)
Application of Number
Level 2
Communication
Level 2

ILM Award in First Line Management

Mandatory Units L3

- A2** Manage your own resources and professional development
- B6** Provide Leadership in your area of responsibility
- D6** Allocate and monitor the progress
- E6** Ensure Health and Safety requirements are met in your area of responsibility

Optional Units L3

Plus 3 optional units from:

- B11** Promote equality of opportunity and diversity in your area of responsibility
- C2** Encourage innovation in your area of responsibility
- C5** Plan change
- C6** Implement change
- D1** Develop productive working relationships with Colleagues
- D3** Recruit, select and keep colleagues
- D7** Provide learning opportunities for colleagues
- D8** Help team members address problems affecting their performance
- D9** Build and man
- D11** Head meetings
- D12** Participate in meetings
- E1** Manage a budget
- E9** Manage the environmental impact of your work

And many more...

Level 4 Framework

NVQ Level 4
A National Vocational Qualification enhances work performance

Mandatory Units L4

- B1** Develop and implement operational plans for your area of responsibility
- C2** Encourage innovation in your area of responsibility
- D2** Develop productive working relationships with colleagues and stakeholders
- E6** Ensure health and safety requirements are met in your area of responsibility
- F3** Manage business processes

Optional Units L4

Plus three optional units from:

- A2** Manage your own resources and professional development
 - A3** Develop your personal networks
 - B6** Provide leadership in your area of responsibility
 - B8** Ensure compliance with legal, regulatory, ethical and social requirements
 - B11** Promote equality of opportunity and diversity in your area of responsibility
 - C4** Lead change
 - C5** Plan change
 - C6** Implement change
 - D3** Recruit, select and keep colleagues
 - D6** Allocate and monitor the progress and quality of work in your area of responsibility
- ...and many others

Management

What are NVQ's?

To study for a National Vocational Qualification is to learn relevant workplace skills. They range from basic work activities at level 1 to senior management at level 5. Most Apprentices work towards Level 2 or 3. NVQs meet standards set by national, employer-led organisations. As a Beneast Apprentice you typically spend one day a week in study, either in your place of work or at one of our training centres. The emphasis is on gaining practical skills and abilities.

What are Functional Skills?

Functional Skills are the everyday abilities all employers need from their staff. Apprentices who need help with essentials like Literacy, Numeracy and ICT will be given specialist, one-to-one coaching by Beneast to help them gain these Skills. These developed skills are tested via an online test, undertaken at a Beneast Training Centre or in the workplace.

What are Technical Certificates?

Technical Certificates are additional qualifications which match specific aspects of the job to boost an Apprentice's knowledge and understanding. These are nationally recognised qualifications linked to your industry needs.

How is it Delivered?

The qualification is delivered as part of the Apprenticeship Programme. The awarding body is the Institute of Leadership and Management (ILM) Group workshops are delivered either in the workplace or training centre to enhance knowledge and understanding and as assignments are completed they are linked to each unit. All work is integrated with the NVQ and Functional Skills.

Assessment

The NVQ is achieved by gathering a portfolio of evidence, using a variety of assessment methods either paper-based or via an electronic portfolio - or a combination of both.

