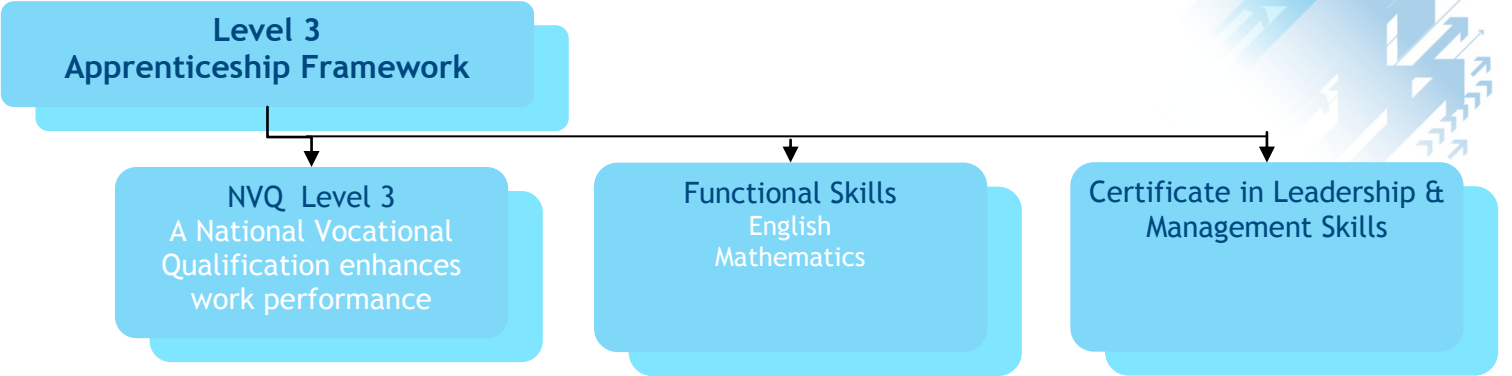




# Management



## 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. Beneast Apprentices typically spend one day a week in study, either in their 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?

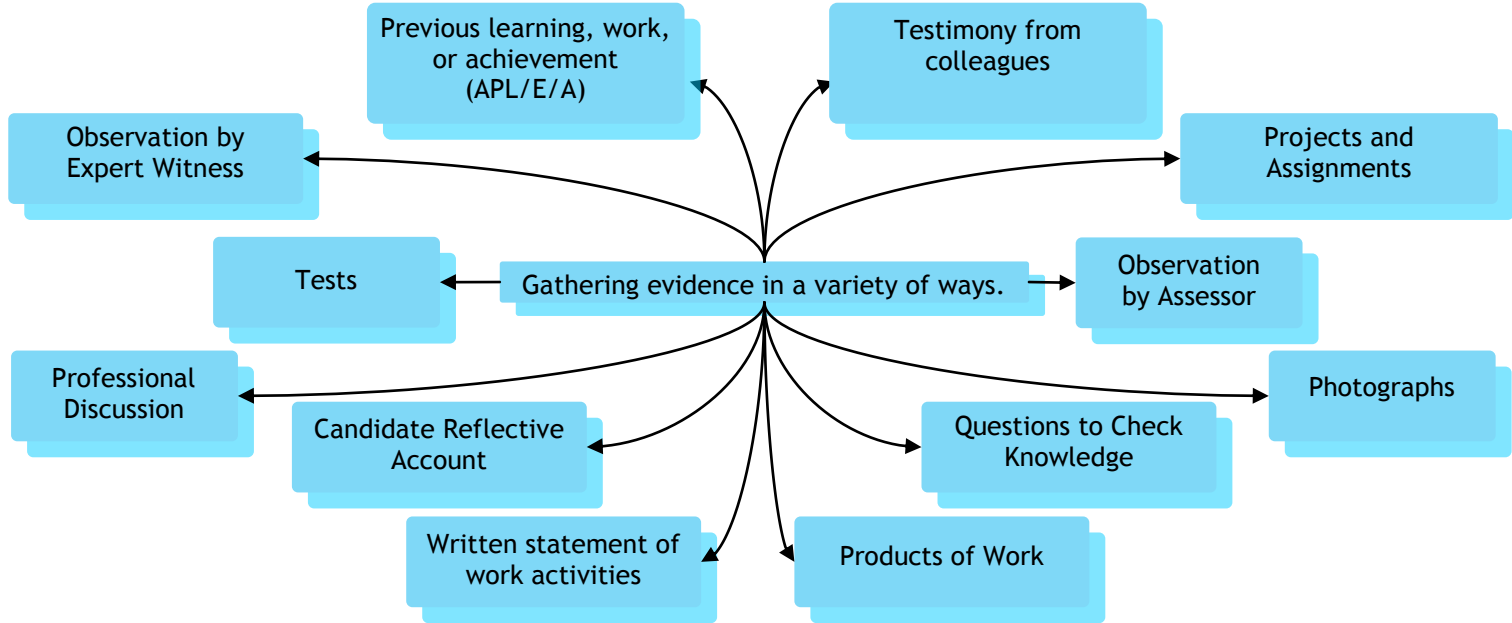
Technical Certificates are additional qualifications which match specific aspects of the job to boost an Apprentice's knowledge and understanding. These are nationally recognised qualifications linked to your industry needs.

## 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.





## Level 3 NVQ Certificate in Management

The ILM Level 3 NVQ Certificate in Management is ideal for first line managers with a range of responsibilities including: allocating work to team members/colleagues/contractors, achieving specific results, managing financial and physical resources and some degree of decision making. The qualification aims to give learners an opportunity to develop their management performance, become more effective and to progress their career. Learners take three mandatory units focusing on planning and allocating work for the team, managing personal development, setting objectives and supporting team members. They then choose from a diverse range of optional units to complete the qualification, tailoring their learning to meet their individual and organisational needs.

### Qualification Overview

#### ILM Level 3 NVQ Certificate in Management

Credit value*	Minimum 25 credits
Guided learning	Minimum 123 hours, maximum 168 hours
Structure	<ul style="list-style-type: none"> <li>➤ Induction - one hour</li> <li>➤ Tutorial support - at least two hours</li> <li>➤ Three mandatory units from Group A with a credit value of 14</li> <li>➤ Optional units from Group B with a credit value of 11</li> </ul>
Assessment	ILM NVQs are assessed using evidence from the workplace. This could include observation, professional discussion, questioning/interviews/witness testimony, physical products of work (such as plans, reports, correspondence etc) or other methods allowed within the QCF. Please note simulation is not allowed.
Entry requirements	<p>There are no formal entry requirements however learners:</p> <ul style="list-style-type: none"> <li>➤ will undertake an initial assessment to determine the appropriate NVQ level and optional units</li> <li>➤ should normally be employed in a team leading role to gather evidence from the workplace for assessment</li> <li>➤ 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 from within a period of three years of registration.</li> </ul>
Duration	Completion within three years

### Overview of Units

Level	Mandatory Group A	CV*	Level	Optional Group B (contd)	CV
3	Manage own professional development within an organisation	4	2	Participate in meetings	2
3	Set objectives and provide support for team members	5	4	Support individuals to develop and take responsibility for their performance	4
3	Plan, allocate and monitor work of the team	5	4	Know how to follow disciplinary procedures	4
	<b>Optional Group B</b>		4	Managing grievance procedures	3
2	Manage personal development	4	4	Support the management of redundancies in own area of responsibility	3
4	Develop, maintain and review personal networks	4	4	Develop working relationships with colleagues and stakeholders	4
4	Manage risk in own area of responsibility	4	5	Recruit staff in own area of responsibility	4
4	Review risk management processes in own area of responsibility	3	4	Plan, allocate and monitor work in own area of responsibility	5
3	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	4	4	Support learning and development within own area of responsibility	5
4	Provide leadership and direction for own area of responsibility	5	4	Address performance problems affecting team members	3
4	Ensure compliance with legal, regulatory, ethical and social requirements	5	4	Build, support and manage a team	4
3	Support team members in identifying, developing and implementing new ideas	4	3	Make effective decisions	3
4	Implement change in own area of responsibility	6	2	Communicate information and knowledge	3
2	Develop working relationships with colleagues	3	3	Manage knowledge in own area of responsibility	4
3	Manage conflict in a team	3	3	Procure supplies	2
3	Lead and manage meetings	4		<i>...and several other Optional items</i>	



# Level 3 Certificate in Leadership and Management

The Certificate in Leadership and Management Skills builds and broadens the understanding gained in the Award (please note learners may join the Certificate directly and are not required to undertake the Award as prerequisite). Here, learners take the same three mandatory units as in the Award then complete three optional units from a wide selection. From 'Writing for business' to 'Working with costs and budgets' the Certificate in Leadership and Management Skills can be fully tailored to meet the varying needs of learners across all employment sectors.

## Qualification Overview

### Level 3 Certificate in Leadership and Management Skills

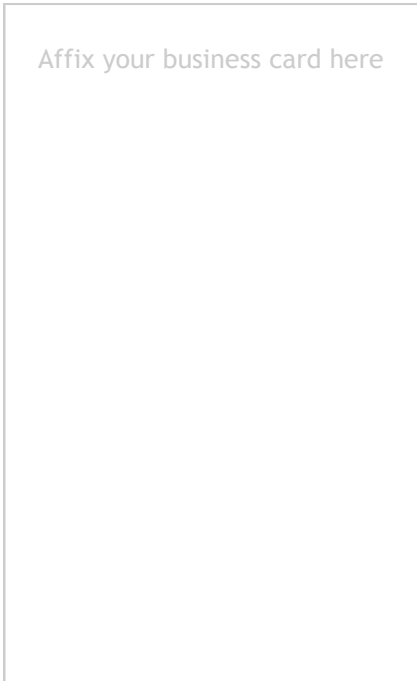
Credit value*	Minimum 15 credits
Guided learning	Minimum 62 hours
Duration	Completion within two years
Structure	<ul style="list-style-type: none"> <li>➤ Induction - two hours</li> <li>➤ Tutorial support - at least five hours</li> <li>➤ Three mandatory units with a combined credit value of 6</li> <li>➤ Optional units with a minimum total credit value of 9</li> </ul>
Assessment - mandatory units	<ul style="list-style-type: none"> <li>➤ Work-based assignment, plus</li> <li>➤ Reflective review</li> </ul>
Assessment - optional units (Certificate only)	Depending on the units selected, a choice of: work-based assignments, reflective reviews, knowledge reviews; oral presentations, role-play/scenarios, written reports or centre-devised alternatives.
Entry requirements	There are no formal entry requirements but participants will normally be either practising or aspiring first line managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme.

## Overview of Units

Ref	Unit Title	CV*	Mandatory	
M3.01	Solving problems and making decisions	2	A	C
M3.04	Achieving objectives through time management	1		
M3.05	Writing for business	1		
M3.09	Giving briefings and making presentations in the workplace	1		
M3.10	Introduction to leadership	2	A	C
M3.12	Motivating to perform in the workplace	2		
M3.13	Developing yourself and others	2		
M3.14	Managing conflict in the workplace	1		
M3.15	Managing stress in the workplace	1		
M3.18	Coaching and training your work team	2		
M3.21	Organising and delegating	1		
M3.22	Managing projects	2		
M3.23	Managing health and safety at work	3		
M3.27	Working with costs and budgets	1		
M3.31	Influencing others at work	1		
M3.32	Communicating one-to-one at work	1		
M3.33	Effective meetings for managers	2		
M3.36	Leading a team effectively	2	A	C

Contacts

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