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# TELFORD COLLEGE of Arts and Technology



## MANAGEMENT NVQs

The Management Occupational Standards are presented in a new integrated structure which draws together the key functions of managing:

- activities
- people
- resources
- information
- energy
- quality

Alternative routes can be found within most of the awards which enable individuals to match closely their work-related training and development needs to the new qualifications.

The **Level 3 NVQ in Management** is broadly aimed at supervisors who are responsible for the control of activities and work output of small teams. While this includes roles such as senior charge hand and junior office manager, the qualification is also suitable for those who manage project groups. The qualification is intended to be the first stage in a progression leading to first line, middle and senior management, and may be used as a stepping stone to gaining an NVQ in a more specialised area. To achieve the full award, candidates must complete seven units, including five mandatory units and two optional units.

The **Level 4 NVQ in Management** is aimed at individuals with more personal responsibility and autonomy in their management role than level 3 supervisors. Although people at this level are often referred to as "first line managers", individuals may find that the focus of their work is more to do with managing projects, or with technical matters, than with people. To achieve the full award candidates must complete nine units, including six mandatory units and three optional units.

The **Level 5 NVQ in Management** is intended for managers who are responsible for the control of activities and work output of other managers. To achieve the full award, candidates must complete ten units. Because the role of a manager in a small organisation is likely to be broader than that in a large one, this qualification is very flexible in its structure. The options within the award enable organisations and individuals to match closely their work-related training and development needs.

LEVEL 3
<b>MANDATORY UNITS</b> A2 – Manage your own resources and professional development B6 – Provide leadership in your area of responsibility D6 – Allocate and monitor the progress and quality of work in your area of responsibility. E6 - Ensure health and safety requirements are met in your area of responsibility. <i>Plus Three Optional Units.</i>

LEVEL 4
<b>MANDATORY UNITS</b> 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 & stakeholders. E6 – Ensure health and safety requirements are met in your area of responsibility. F3 – Manage business processes. <i>Plus Four Optional units.</i>

LEVEL 5
<b>MANDATORY UNITS</b> B7 – Provide Leaderships for your Organisation C3 -Encourage innovation in your Organisation E7 – Ensure an effective Organisational approach to health and safety. F12 – Improve Organisational Performance. <i>Plus Three Optional Units.</i>

Telford College is committed to a policy of promoting equality of opportunity and access through its services. There are specific policies on disability, race and gender as well as the Colleges – Equality and Diversity Policy – please contact Student Services for copies on 01952 642237 or visit our website at [www.tcat.ac.uk](http://www.tcat.ac.uk)

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