

# Section B: Management Development

# NVQ Level 2 Team Leading

**Qualification**  
Level 2

**Awarding Body**  
OCR

## Programme Overview

These qualifications are often delivered in association with Team Enterprises. This qualification is intended for individuals who have a responsibility for the work of others, as they lead a team.

## Programme Structure

For this qualification, candidates are required to complete four mandatory and two optional units. The topics covered include managing own resources; providing leadership to your team; how you develop productive working relationships with colleagues; and how you reduce the risk of health and safety.

The programme will take approx. 6 months to complete and may require a candidate to up to 5 half day workshops during the course. In each workshop, approximately 2 hours will be spent exploring the underpinning knowledge, before candidates consider the evidence requirements and individual assessment action planning. In addition, one-to-one coaching sessions may be arranged to provide additional support as required.

## Target Group

The Level 2 qualification is aimed at people who are entering management, or who have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example, providing leadership for a team, encouraging innovation, allocating and checking work.

## Entry Requirements

Candidates will need to consider their job role and work environment before commencing this qualification and answer the following questions:

- What management activities do you carry out in order to maintain the requirements of your role?
- How do you contribute to improvements at work?
- How do you develop your own resources?
- How do you develop productive working relationships?
- What information do you provide to support decision-making?
- Do you manage the use of physical resources?
- Do you manage the use of financial resources?

If a candidate has any supervisory or management elements within their role there will be a Management NVQ suitable for them – the answer to these questions will help a Training Consultant ensure that the Level 2 qualification is the most appropriate and will allow discussion about which optional units would be most relevant.

Quality training  
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# Section B: Management Development

# NVQ Level 3 Management

**Qualification**  
Level 3

**Awarding Body**  
OCR

## Programme Overview

These qualifications are often delivered in association with Team Enterprises. The Management NVQ at Level 3 is broadly aimed at those who are responsible for the control of activities and work output of a team and who have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example, providing leadership, planning and implementing change, managing a budget, managing a project.

## Programme Structure

For this qualification candidates are required to complete four mandatory and three optional units. These include:

- Manage your own resources and professional development;
- Provide leadership;
- Allocate and monitor the progress and quality of work;
- Ensure health and safety.

The programme will take 9-12 months to complete and may require a candidate to attend workshops for the duration of the course. In each workshop, time will be spent exploring the relevant theories and underpinning knowledge, before candidates consider the evidence requirements and individual assessment action planning. In addition, one-to-one coaching sessions will be arranged to provide additional support as required. This qualification can also be delivered on a one-to-one basis.

## Target Group

The Level 3 qualification is aimed at supervisors who are responsible for the control of activities and the 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 specialized area.

## Entry Requirements\*

See notes for Level 2.

\*Many of the units within the Management NVQs are common across a number of levels and therefore, for candidates who have completed the Level 2 or associated programmes, some accreditation for prior learning may be available.

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# Section B: Management Development

# NVQ Level 4 Management

**Qualification**  
Level 4

**Awarding Body**  
OCR

## **Programme Overview**

These qualifications are often delivered in association with Team Enterprises. On completion of the Level 4 Management NVQ, candidates will be able to develop and implement operational plans; encourage innovation; develop productive working relationships with colleagues and stakeholders; ensure health and safety; and manage business processes.

## **Programme Structure**

To achieve the Level 4 Management NVQ, a candidate must complete five mandatory units and then, three optional units. As the role of a manager can vary in different organisations this qualification is very flexible in its structure. The optional units enable an organisation and an individual to match their work-related training and development needs with their specific management role.

The qualification will take approx. 12 months to complete and workshops may be included in the programme to focus on knowledge requirements together with an analysis of the evidence required to meet the standards. One hour per week outside workshops is usually sufficient to produce evidence.

## **Target Group**

The Level 4 NVQ is aimed at individuals with more responsibility and autonomy in their management role than supervisors at Level 3. 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.

## **Entry Requirements\***

See notes for Level 2.

\*Many of the units within the Management NVQs are common across a number of levels and therefore, for candidates who have completed the Level 3 or associated programmes, some accreditation for prior learning may be available.

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# Section B: Management Development

# NVQ Level 5 Management

**Qualification**  
Level 5

**Awarding Body**  
OCR

## **Programme Overview**

These qualifications are often delivered in association with Team Enterprises. The NVQ Level 5 is a senior management qualification. Candidates will demonstrate leadership for their organisation; how they encourage innovation; and ensure effective organisational approach to health and safety; while improving organisational performance.

## **Programme Structure**

To achieve the full NVQ Level 5, candidates must complete seven units – including four mandatory and three optional units. The Level 5 qualification is equivalent to a post-graduate qualification.

This qualification is delivered on a one-to-one basis to take into account the demands placed on a manager working at this level. A timescale for completion is negotiated at the outset and mutually convenient appointments made for the individual to be guided to achieve their qualification.

## **Target Group**

This qualification is intended for senior managers who are responsible for the control of activities and work output of other managers and who have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example, improving organisational performance, providing leadership, encouraging innovation, developing a strategic business plan, managing risk, planning the workforce and/or managing a programme of complementary projects.

## **Entry Requirements\***

See notes for Level 2.

\*Many of the units within Management NVQs are common across a number of levels and therefore, for candidates who have completed the Level 3 and/or 4 or associated programmes, some accreditation for prior learning may be available.

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