

Qualifications for Managers & Assessors

NVQ Level 3, 4 & 5



 **British Institute**
of Technology & E-commerce

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NVQ Level 3, 4 and 5 Management



NVQ Programme

Introduction

National Vocational Qualifications (NVQs) are work-related, competence-based qualifications. They reflect the skills and knowledge needed to do a job effectively, and show that a candidate is competent in the area of work the NVQ framework represents.

Duration

There are no fixed periods for completing an NVQ; however, most participants take between six months and one year (minimum period 12 weeks).

Assessment

Assessment of all Management NVQs is through the submission of evidence, normally a portfolio and/or professional discussion, to demonstrate that the requirements are met at the relevant standard.

Structure

Four mandatory units. Three optional units

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 management role; those who are not currently in employment may be able to join the course if they are able to gather evidence of recent management experience in a paid or voluntary capacity

CMI Membership

All learners gain free studying membership with the Chartered Management Institute (CMI). This is designed to help candidates get the most from their courses and advance their management career.

NVQ Level 3 in Management

Level 3 NVQ in Management has been specially designed for first line managers who allocate work to others; achieve results by using resources effectively; carry out policy in a defined area of authority; control limited financial budgets; contribute to broader activities such as change management and recruitment.

Mandatory Units

- 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

Optional Units

- 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
- E1 - Manage a budget
- F1 - Manage a project
- F6 - Monitor and solve customer service problems
- F8 - Work with others to improve customer service





NVQ 4 in Management

Level 4 NVQ in Management has been specifically designed for middle managers with a wide span of control and accountability for performance and who are responsible for determining resource allocation and operational methods in their department or organisation.

Mandatory units

- 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

- 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
- D7 - Provide learning opportunities for colleagues
- E2 - Manage finance for your area of responsibility
- F1 - Manage a project
- F2 - Manage a programme of complementary projects
- F8 - Work with others to improve customer service
- F9 - Build your organisation's understanding of its market and customers

NVQ 5 in Management

Level 5 NVQ in Management has been specially designed for senior managers with a high degree of autonomy for deploying resources and achieving strategic goals. They will also have: operational responsibility for substantial programmes and resources; a broad span of control; responsibility for identifying and implementing change and quality improvements; experience of negotiating budgets and contracts and lead high level meetings.

Mandatory Units

- B7 - Provide leadership for your organisation
- C3 - Encourage innovation in your organisation
- E7 - Ensure an effective organizational approach to health and safety
- F12 - Improve organizational performance

Optional Units

- A2 - Manage your own resources and professional development
- A3 - Develop personal networks
- B2 - Map the environment in which your organization operates.
- B3 - Develop a strategic business plan for your organisation
- B4 - Put a strategic business plan into action
- B8 - Ensure compliance with legal, regulatory, ethical,

and social requirements

- B9 - Develop the culture of your organisation
- B10 - Manage risk
- B12 - Promote equality of opportunity and diversity in your organisation
- C4 - Lead change
- C5 - Plan change
- C6 - Implement change
- D2 - Develop productive working relationships with colleagues and stakeholders.
- D4 - Plan the workforce
- D7 - Provide learning opportunities for colleagues
- E4 - Promote the use of technology within your organisation
- F2 - Manage programme of complementary projects
- F4 - Develop and review the framework for marketing
- F9 - Build your organizations understanding of its market

A1 Assessor & V1 Verifier



Introduction and Programme Structure

The Assessor & Verifier Awards are designed for people who are involved in assessing and verifying the competence of individuals for National Certification. The awards are recognised throughout the UK and form part of the S/NVQ's in Learning & Development.

Candidates are taught the underpinning knowledge required to meet the national standards. They will develop the skills necessary to assess in the workplace, e.g. Planning, Observation, Questioning and Document Design. The additional skill of Quality Auditing is also developed on this course.

This qualification is administered by BITE's Management Directorates at the British Institute of Technology & E-commerce and validated by the Chartered Management Institute (CMI).

These awards are validated by CMI and reviewed by the British Institute of Technology & E-commerce under its Charter.

National Occupational Standards

The Assessor (A1) awards are units from the Learning & Development national occupational standards at Level 3.

The Verifier (V1) award is designed for those working in this role. The award is a unit from the Learning & Development National Occupational Standards at Level 4.

These A1 and V1 awards are based on units from the National Occupational standards for Management and Leadership, produced by the Management Standards Centre (MSC). The MSC is the Government recognised standards-setting body for management and leadership. Further details can be found at the MSC website:
<http://www.management-standards.org>

Entry Requirements and Selection

In order to complete the A1 unit you will need to have access to real NVQ candidates, either through a centre or in your own workplace.

In order to complete the V1 unit you must already be assessor qualified (A1 or D32/33) and meet the occupational competence requirements of the qualification that you wish to quality assure. This is a work based qualification that requires evidence produced from real work activities, in a quality assurance role, of an approved centre offering NVQs.

Programme Units

A1 Assess candidates using a range of methods

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A1.1 Develop plans for assessing competence with candidates

A1.2 Judge evidence against proper criteria to make assessment decisions

A1.3 Provide feedback and support to candidates on assessment decisions

A1.4 Contribute to the internal Quality Assurance process

V1 Conduct internal Quality Assurance of the assessment process

V1.1 Carry out and evaluate Internal Assessment and Quality Assurance systems

V1.2 Support assessors

V1.3 Monitor the quality of assessors' performance

V1.4 Meet external quality assurance requirements