



# Section 1:

## Overview

## Introduction

We want to make your experience of working with NCFE as pleasant and easy as possible. This Qualification Specification contains everything you need to know about this qualification and should be used by everyone involved in the planning, delivery and assessment of the NCFE Level 3 NVQ in Management.

The NCFE Level 3 NVQ in Management is a competence-based qualification.

A competence-based qualification is based on National Occupational Standards (NOS) and is a job-ready qualification which requires learners to demonstrate the skills and knowledge required to work in a specific industry. A competence-based qualification must be assessed in the workplace in accordance with the relevant assessment requirements. For further information on the assessment requirements see page 8.

All information contained in this specification is correct at the time of publishing.

## Accreditation and funding

The NCFE Level 3 NVQ Certificate in Management has been accredited by the qualifications regulators for England, Wales and Northern Ireland <sup>1</sup> and is part of the Qualifications and Credit Framework (QCF). Its Qualification Accreditation Number is 501/0994/7.

It's eligible for funding under the Learning and Skills Act 2000 under Sections 96 and 97. The aim reference is 50109947. Contact your local funding provider for further guidance.

<sup>1</sup>The qualifications regulators ('regulators') are Ofqual in England, DCELLS in Wales and CCEA in Northern Ireland.



Achieving this  
competence  
based  
qualification

This qualification is made up of:

### 3 Mandatory Units

- [Manage own professional development within an organisation L/600/9586](#)
- [Set objectives and provide support for team members M/600/9600](#)
- [Plan, allocate and monitor work of a team Y/600/9669](#)

### and 37 Optional Units

- [Manage personal development F/600/9469](#)
- [Develop, maintain and review personal networks R/600/9587](#)
- [Manage risk in own area of responsibility L/600/9619](#)
- [Review risk management processes in own area of responsibility L/600/9622](#)
- [Manage or support equality of opportunity, diversity and inclusion in own area of responsibility M/600/9628](#)
- [Provide leadership and direction for own area of responsibility T/600/9601](#)
- [Ensure compliance with legal, regulatory, ethical and social requirements H/600/9609](#)
- [Support team members in identifying, developing and implementing new ideas L/600/9636](#)
- [Implement change in own area of responsibility M/600/9659](#)
- [Develop working relationships with colleagues H/600/9660](#)
- [Manage conflict in a team R/600/9685](#)
- [Lead and manage meetings Y/600/9686](#)
- [Participate in meetings H/600/9688](#)
- [Support individuals to develop and take responsibility for](#)

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[their performance D/600/9690](#)

- [Know how to follow disciplinary procedures H/600/9691](#)
- [Managing grievance procedures K/600/9692](#)
- [Support the management of redundancies in own area of responsibility M/600/9693](#)
- [Develop working relationships with colleagues and stakeholders K/600/9661](#)
- [Recruit staff in own area of responsibility T/600/9663](#)
- [Plan, allocate and monitor work in own area of responsibility H/600/9674](#)
- [Support learning and development within own area of responsibility M/600/9676](#)
- [Address performance problems affecting team members F/600/9679](#)
- [Build, support and manage a team F/600/9682](#)
- [Make effective decisions F/600/9715](#)
- [Communicate information and knowledge H/600/9724](#)
- [Manage knowledge in own area of responsibility T/600/9730](#)
- [Procure supplies L/600/9734](#)
- [Manage a tendering process H/600/9738](#)
- [Develop and implement a risk assessment plan in own area of responsibility L/600/9703](#)
- [Manage physical resources K/600/9711](#)
- [Manage the environmental impact of work activities M/600/9712](#)
- [Plan and manage a project J/600/9750](#)
- [Manage the achievement of customer satisfaction A/600/9793](#)



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- [Prepare for and support quality audits Y/600/9798](#)
  - [Manage customer service in own area of responsibility D/600/9804](#)
  - [Develop and implement marketing plans K/600/9790](#)
  - [Analyse the market in which your organisation operates M/600/9791](#)

To achieve the qualification, learners must achieve a total of at least 25 credits.

14 credits must be achieved by completing the mandatory units and a further 11 credits must be achieved from the optional units.

To successfully complete a unit, each learner has to provide evidence satisfying all the performance and knowledge standards in that unit.

The learning outcomes and assessment criteria are available by clicking on the units above which are hyperlinked to the Register of Regulated Qualifications.

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#### Who and what is it for?

The Level 3 NVQ in Management is a cross-sector qualification. This means that qualification will be taken by team leaders and managers across a wide variety of areas, including NHS trusts, educational institutions, government departments and the private sector.

Level 3 learners can expect to be working as supervisors or first line managers.

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#### Entry guidance

There aren't any specific recommended prior learning requirements for this qualification. However, learners might find it useful if they've already completed qualifications in a

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relevant area at Level 2.

Learners have to be at least 18 years old.

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#### Resource requirements

There are no specific physical resource requirements for this qualification.

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#### Progression and development opportunities

This qualification can provide progression to further qualifications at Level 3 or higher in the same and related subject areas. These may include:

- NCFE Level 5 Diploma in Management
- NCFE Level 7 Diploma in Management

It may also allow learners to move up the management ladder by providing them with a firm grounding in the skills and knowledge required to operate at the higher levels.

For further details of these and other qualifications available in this sector area see the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>).

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#### Credit transfer

One of the benefits of the QCF is that learners can transfer credit from one qualification to another. Learners who've already achieved one or more of the units included in this qualification elsewhere can transfer the credit already achieved. Simply let us know which units are being achieved by credit transfer on the Certificate Claim Form.

Please see the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>) for information about the units in this qualification.

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### Accreditation and certification end dates

All qualifications on the QCF have accreditation and certification end dates to ensure that qualifications remain current and valid. The accreditation end date is the last date we can register learners on a qualification, and the certification end date is the last date that learners can be certificated.

Learners have up to 3 years after the accreditation end date, to complete this qualification and claim their certificate (unless the certification end date passes before the end of the 3 year period). For further information about accreditation and certification end dates please refer to the information about this qualification on our website ([www.ncfe.org.uk](http://www.ncfe.org.uk)) or alternatively you can check the information on the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>).

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### What happens at the end of an accreditation period?

We review qualifications that are near the end of their accreditation period, working with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases we'd apply to the regulators for an extension to the accreditation period. If an accreditation period is extended the certification period will also change.

We'll post information relating to changes or extensions to qualifications on our website ([www.ncfe.org.uk](http://www.ncfe.org.uk)) and centres approved to offer the qualification will be kept updated.

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### Mapping to National Occupational Standards

This qualification reflects the qualification structure for the Level 3 NVQ Certificate in Management published by the Management Standards Centre (MSC). It uses the associated NOS units that belong to that structure, which are published by the MSC.

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Further information on the NOS used in this qualification can be found on the MSC's website ([www.management-standards.org](http://www.management-standards.org)).

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#### Assessment guidance

The occupational expertise, qualifications and experience required of Assessors and Internal Verifiers is set out in the Management Standards Centre (MSC), Assessment Strategy for Management and Leadership which can be found on our website ([www.ncfe.org.uk](http://www.ncfe.org.uk)).

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#### Documentation

The following documents are essential reading for any centre involved in the delivery, assessment and administration of this qualification:

- Assessment Strategy

Additional documents are available for those centres wishing to use them:

- Evidence Tracking Sheet
- Example pro-formas for Assessors and Internal Verifiers