



MANAGEMENT CVQ LEVEL 3

Management NVQs are aimed at people in management roles across all occupations and sectors of employment.

Like all NVQs this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent in their work role.

WHO IS THIS QUALIFICATION FOR?

The Management Level 3 qualification is broadly aimed at those who are responsible for the control of activities and work output of a team. It is designed for those 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.

DELIVERY FORMAT

The training sessions will be delivered using:

- PowerPoint presentations
- Case Studies
- Discussion Questions
- Simulations
- Role Play
- Written Exercises
- Observation of Performance Tasks

To achieve the full award, candidates must complete seven units, including four mandatory units and three optional units. Candidates choose the optional units which best suit their work situation and job role. This course will run for 3 months broken down into Forty-eight (48) hours of teaching and support sessions, followed by practical assessments of performance tasks.

QUALIFICATION STRUCTURE

To achieve a full award, candidates must complete seven units, including five mandatory units and two optional units. Candidates choose the optional units which best suit their work situation and job role.

MANDATORY UNITS (ALL MUST BE COMPLETED)

1. Manage your own resources and professional development

- Address multiple demands with the required amount of energy focus or energy.
- Recognise changes in circumstances promptly and adjust plans and activities accordingly.
- Prioritise objectives and plan work to make best use of time and resources.
- Take personal responsibility for making things happen.
- Take pride in delivering high quality work.
- Show an awareness of your own values, motivations and emotions.
- Agree achievable objectives for yourself and give a consistent and reliable performance.

2. Provide leadership in your area of responsibility

- Articulate a vision that generates excitement, enthusiasm and commitment.
- Create sense of common purpose.
- Take personal responsibility for making things happen.
- Make complex things simple for the benefit of others.
- Encourage and support others to take decisions autonomously.
- Act within the limits of your authority.
- Make time available to support others.
- Show integrity, fairness and consistency in decision-making.
- Seek and understand people's needs and motivations
- Model behaviour that shows respect, helpfulness and co-operation.
- Encourage and support others to make the best use of their abilities.

3. Allocate and monitor the progress and quality of work in your area

- Recognise changes in circumstances promptly and adjust plans and activities accordingly.
- Prioritise objectives and plan to work to make best use of time and resources.
- Make time available to support others.
- Take personal responsibility for making things happen.
- Show an awareness of your own values, motivations and emotions.
- Show integrity, fairness and consistency in decision-making.
- Clearly agree what is expected of others and hold them to account.
- Seek to understand people's needs and motivations.
- Take pride in delivering high quality work
- Are vigilant for possible risks and hazards.
- Use a range of leadership styles appropriate to different people and situations.
- Encourage and support others to make the best use of their responsibilities.

4. Ensure health and safety requirements are met in your area of responsibility

- Respond quickly to crises and problems with a proposed course of action.
- Identify people's information needs
- Comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes.
- Are vigilant for possible risks and hazards.
- Take personal responsibility for making things happen.
- Identify the implications or consequences of a situation.
- Act within the limits of your authority.
- Constantly seek to improve performance.
- Treat individuals with respect and act to uphold their rights.

5. Manage a project

- Recognise changes in circumstances promptly and adjust plans and activities accordingly.
- Find practical ways to overcome barriers.
- Present information clearly, concisely, accurately and in ways that promote understanding.
- Create a sense of common purpose.
- Make best use of available resources and proactively seek new sources of support when necessary.
- Are you vigilant of potential risk and hazards
- Take pride in delivering high quality work including paying attention to detail.
- Take personal responsibility for making things happen.

ELECTIVE UNITS (SELECT TWO)

6. Promote equality of opportunity and diversity in your area of responsibility
7. Encourage innovation in your area of responsibility
8. Plan change
9. Implement change
10. Develop productive working relationships with colleagues
11. Recruit, select and keep colleagues
12. Provide learning opportunities for colleagues
13. Manage a budget

National / Caribbean Vocational Qualification

Levels 1 - 3



National/Caribbean Vocational Qualifications (N/CVQs) are work-related, competence-based certifications which employees (fulltime or part-time) and self-employed persons can gain after their performance of a work role has been successfully assessed against Occupational Standards by trained and certified Assessors.

WHAT ARE THE BENEFITS OF ACQUIRING A N/CVQ?

Employees and other individuals gain:

- cross-regional recognition of their knowledge and skills
- increased job satisfaction
- improved progress up the career ladder
- flexible route to getting qualified
- improved employability and transferability

Employers receive:

- improved employee performance/skills
- increased productivity
- improved quality of products and services
- improved employee motivation
- more cost-effective training
- better guarantee of job candidate's capability / capabilities

Our economy benefits through:

- labour mobility and transferability of skills within CARICOM
- enhanced workforce competitiveness
- the drive for common standards, similar to the International Organisation for Standardisation (ISO)
- competence being made explicit and the provision of a clear basis for international comparison
- information needs of employers about workforce competence being met