

Management NVQs with ILM

Duration: 12-18 months

Management NVQs are qualifications that have been designed for anyone in a managerial role irrespective of what industry, profession or occupation that you work in, or where in the UK you work.

The only entry requirement to undertaking an NVQ in Management is that you must be working in a managerial capacity inside an organisation.

If you decide that you want to undertake a Management NVQ the programme will:

- be highly structured and supportive
- be likely to take 12-18 months to complete
- start with a group induction session
- have group workshop sessions
- have one-to-one meetings with a primary assessor every three to four weeks
- have two adviser meetings per unit
- have an assessment by a primary or independent assessor every unit
- include one direct observation of your performance as a manager

To demonstrate your competence as a manager against the National Occupational Standards for Management, you will be required to produce a portfolio of evidence for assessment and verification at predetermined points during the qualification.

In addition if you have specific learning needs related to the standards, we can offer or help to identify both traditional training courses and open learning materials for you to expand your management knowledge.

The awarding body for all these qualifications is the Institute for Leadership and Management (ILM).

There are three levels of NVQ in management - the level you do depends purely on your job role.

All levels of the management NVQs are designed in the same way: there are a number of mandatory units that cover all the "key roles" of management, then there are a range of optional units.

Level Three

This is designed for people who are in a supporting or assisting role to the decision-maker(s) in an organisation. They tend to be supervisors, team leaders, assistant or deputy managers. There are four mandatory and three optional units in the NVQ Level 3.

Level Four

This is designed for people who have day-to-day responsibility in their organisation. They also tend to be involved in broader managerial activities such as recruitment, disciplinary actions and managing change. There are five mandatory and three optional units in the NVQ Level 4.

Level Five

This is designed for managers who manage other managers and a range of significant budgets. They tend to be senior in their organisations and are involved in policy making and/or strategic planning. There are four mandatory and three optional units in the NVQ Level 5.

Welsh medium provision

Candidates can choose at the outset or during the course of the award:

- to be advised in Welsh, English or bilingually
- to undertake written work in Welsh, English or bilingually
- to produce a portfolio of evidence in Welsh, English or bilingually
- to be observed working with colleagues through the medium of Welsh, English or bilingually

For further information, please contact Clare Grist –
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