

ILM LEVEL 3 NVQ CERTIFICATE IN MANAGEMENT



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AVAILABLE

The **ILM level 3 Certificate in Management** has been designed for first line managers. The scope of responsibilities may include allocating work, achieving specific results, managing financial/physical resources and a degree of decision making.

The Award aims to develop management performance, concentrating on planning and allocation of work for a team, managing personal development and how to deal with performance issues. As a result skills will become more enhanced thus becoming more effective and have the tools to progress within chosen career.

Programme details

To achieve the **level 3 Certificate**, Candidates must complete 3 mandatory units from Group A with a credit value of 14, then optional units need to be selected from Group B adding up to a credit value of 11. A minimum credit value of 25 must be met to gain full accreditation.

Mandatory Units

Manage own professional development within an organisation
Set objectives and provide support for team members
Plan, allocate and monitor work of the team

The optional units cover a diverse range to be able to tailor the learning to suit a wide range of Management responsibilities thus meeting individual and organisational needs.

Assessment

Each learner is assigned an assessor who is responsible for:

- support and encouraging candidates;
- draw up assessment plans with candidates;
- prepare candidates for assessment;
- provide equal opportunities for assessment.
- Provide email, telephone support and monthly meetings

Entry requirements

There are no formal entry requirements however Candidates should normally be employed in a team leading role to be able to gather evidence for workplace assessment. Candidates who are not currently employed may be able to apply if they are able to gather sufficient recent team leading experience from a paid or voluntary capacity from within a 3 year period of registration.

How long will it take

Depending on experience most participants complete within 12 months.

Progression

Candidates may progress to a higher level in QCF NVQ either in management or another appropriate area provided their position allows them to show the competences of that level. ILM Certificate can provide enhancement of knowledge and skills to progress to a higher level when the opportunity arises.

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