

Information for learners

Management Level 3

Why choose training in Management?

Working towards an Apprenticeship or NVQ is a fast and proven way to improve your career development and earning potential in the coming years.

If you enjoy working in a management role where you're responsible for mentoring a team of people to ensure they achieve results, solving problems or developing learning opportunities for colleagues, then a Management qualification could be a real option for you.

Effective managers are essential in today's competitive market place and contribute significantly to the productivity of their team and the performance of an organisation.

The programme is designed to help you develop a good understanding of how to manage and motivate a team of people no matter what size.

Through the qualification you will gain an understanding of the importance of managing your own resources, implement professional development, be able to monitor the performance of work and manage budgets responsibly.

If you do an Apprenticeship or NVQ in Management you could earn up to £30,000 as a Call Centre Manager, £35,000 as a Store Manager and up to £40,000 as a Sales Manager!

"The Management qualification has been a huge benefit to our employees in helping them to develop more confidence in their job role."

Gill Reay,
Connect Physical Health



Through gaining this qualification you will be able to:

- Undertake effective time management
- Resolve conflict
- Give and receive feedback
- Plan teams workload
- Set targets and KPIs
- Monitor results
- Develop their team's performance in their job
- Agree and prioritise work objectives within a team

Take a step in the right direction

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Qualification overview & unit structure

To achieve a Level 3 NVQ in Management, you must complete 7 units including the 4 mandatory core units.

Mandatory Core (4 Units)
Manage your own resources and professional development
Provide leadership in your area of responsibility
Allocate and monitor the progress and quality of work in your area of responsibility
Ensure health and safety requirements are met in your area of responsibility
Optional Units
Promote equality of opportunity and diversity in your area of responsibility
Encourage innovation in your area of responsibility
Plan change
Implement change
Develop productive working relationships with colleagues
Recruit, select and keep colleagues
Provide learning opportunities for colleagues
Help team members address problems affecting their performance
Build and manage teams
Lead meetings
Participate in meetings
Manage a budget
Manage the environmental impact of your work
Take effective decisions
Communicate information and knowledge
Manage a project
Monitor and solve customer service problems
Work with others to improve customer service

What are the entry requirements?

There are no specific academic entry requirements, you should be in full time employment working at least 16hrs+.

How long does the course take?

There are no time restrictions so you can study at your own pace, however the course typically takes between 9-12 months to complete, but this will depend upon your experience and desire to progress.

How will the qualification be assessed?

Each unit structure is made up from elements which are applicable to a management role and includes functional skills such as application of numbers and communication. All assessments are work based and planned in advance to occur every 3-6 weeks. The learning programme will be loaded to the ENVQ system, which is designed to create a portfolio of work based evidence throughout the qualification. A review visit is carried out every 10-12 weeks with the Line Manager present.

Technical Certificate

On completion of the qualification you will receive a Technical Certificate in Management.

Progression

After studying Level 3 in Management learners often progress onto higher level training such as a Continuous Professional Development (CPD) or Institute of Leadership and Management (ILM) courses.

Progression route



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