

NVQ Diploma in Management

The Edexcel Level 4 NVQ Diploma in Management is a recognised professional recognition for middle managers. It develops and provides professional recognition for a broad range of management skills and competencies.

It is based on recognised occupational standards and is jointly certificated by Best Practice and Pearson – the leading Awarding Organisation for vocational qualifications.

- Course duration: 9 – 12 months
- Assessed through observation, written answers and workplace evidence
- Supported by e.learning and optional in-company workshops

Learners must achieve a total of 53 credits: 17 credits from Group A and at least 36 credits from Group B optional units. At least 40 credits must be from Level 4 units.

Level 4

Mandatory units – Group A	Level
■ Manage personal and professional development (3)	3
■ Provide leadership and management (5)	4
■ Develop and implement an operational plan (5)	4
■ Develop working relationships with stakeholders (4)	4
Optional units – Group B	Level
■ Develop and maintain professional networks (3)	4
■ Encourage learning and development (3)	4
■ Initiate and implement operational change (4)	4
■ Discipline and grievance management (3)	4
■ Manage physical resources (4)	4
■ Prepare for and support quality audits (3)	4
■ Manage a budget (4)	4
■ Manage a project (7)	4
■ Manage business risk (6)	4
■ Recruitment, selection and induction practice (6)	4
■ Manage individuals' performance (4)	3
■ Manage individuals' development in the workplace (3)	3
■ Chair and lead meetings (3)	3
■ Encourage innovation (4)	3
■ Manage conflict within a team (5)	3
■ Procure products and/or services (5)	3
■ Collaborate with other departments (3)	3

Highlights

- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors

Progression

Candidates may progress to a Level 5 NVQ Diploma in Management and Leadership.