

## Session 2009/2010

### Course information Sheet

## **NVQ Management Level 5 - Overview**

Management National Vocational Qualifications (NVQs) are aimed at people in management roles across all occupations and sectors of employment. The Management Level 5 qualification is intended for managers who are responsible for the control of activities and work output of other managers and who have the ability and the opportunity to demonstrate recognisable management and leadership skills - for example improving organisational performance, providing leadership, encouraging innovation, developing a strategic business plan, managing risk, planning the workforce and managing a programme of complementary projects.

To achieve the full award, learners complete seven units – four mandatory and three optional.

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

### **The Stafford College NVQ Programme**

The Stafford College NVQ programme offers a flexible approach to assessment. Learners can achieve through Professional Discussion or through traditional Portfolio Building – both of which offer a quality-assured route to achievement.

Learners are work-based and both programmes include all of the following elements:

- initial assessment
- induction
- specialist tutor support
- counselling and guidance
- Additional learning support where necessary and appropriate.

**Duration of course:** usually a maximum of one year - with 12 assessor visits of 1 – 1.5 hours each.

**Entry requirements:** There are no formal entry requirements. A skill scan will be carried out prior to starting the qualification and a discussion held with the assessor to ensure the learner's duties, responsibilities and accountabilities are consistent with the NVQ level 5 Management qualification. The awarding body is OCR (Oxford Cambridge and RSA Examinations).

**Venue:** at the learner's place of work and Stafford College.

**Delivery:** The course can be started at any time on a roll-on, roll-off basis. All meetings with the assessor are one-to-one with assessment plans being agreed and produced individually. Learners are prepared for their assessment and are required to meet NVQ standards (these comprise a set of outcomes, behaviours and knowledge and understanding requirements).

Each learner needs to:

- supply evidence of his/her achievement in management against the national standards
- identify sources of evidence through planning with the assessor
- provide process and knowledge evidence through in-depth oral and/or written questions. Alternatively, if the award is being undertaken through professional discussion, the evidence is obtained orally and recorded on disc; the paper evidence to support the discussion is reviewed and assessed by the assessor during the discussion and does not have to be filed in the portfolio.
- identify people whom the assessor can contact to authenticate evidence and confirm competence
- produce a clear record of evidence and assessment which references to the outcomes, behaviours, knowledge and understanding of each unit.

**Course Programme:** NVQ Management Level 5 comprises four mandatory units and three optional units (from a choice of 21):

**Mandatory units:**

- B7 Provide leadership for your organisation
- C3 Encourage innovation in your organisation
- E7 Ensure an effective organisational approach to health and safety
- F12 Improve organisational performance

**Optional Units:**

- A2 Manage your own resources and professional development
- A3 Develop your personal networks
- B2 Map the environment in which your organisation operates
- B3 Develop a strategic business plan for your organisation
- B4 Put the strategic business plan into action
- B8 Ensure compliance with legal, regulatory, ethical and social requirements
- B9 Develop the culture of your organisation
- B10 Manage risk
- B12 Promote equality of opportunity and diversity in your organisation
- C4 Lead change
- C5 Plan change
- C6 Implement change
- D2 Develop productive working relationships with colleagues and stakeholders
- D4 Plan the workforce
- D7 Provide learning opportunities for colleagues

- E3 Obtain additional finance for the organisation
- E4 Promote the use of technology within your organisation
- F2 Manage a programme of complementary projects
- F4 Develop and review a framework for marketing
- F9 Build your organisational understanding of its market and customers
- F10 Develop a customer focussed organisation

### **Further qualifications**

Stafford College works closely with Staffordshire University. For those students wishing to continue with their studies, Staffordshire University offers NVQ level 5 Management students the opportunity to move onto the part-time Diploma in Management Studies. On completion of a successful first year, students can then either continue with the Diploma in Management Studies or transfer to the second year of the part-time MBA. Acceptance onto these programmes would be considered on an individual basis.

If you would like any more information on this qualification, please contact:

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