

**Session 2009/2010**

## **NVQ Management Level 4 Overview**

Management National Vocational Qualifications (NVQs) are aimed at people in management roles across all occupations and sectors of employment. The Management Level 4 qualification is aimed at individuals with a high level of personal responsibility and autonomy in their management role. They will have the ability and the opportunity to demonstrate recognisable management and leadership skills – for example, managing business processes, developing and implementing operational plans, leading, planning and implementing change, managing finance and providing learning opportunities. Individuals may find that the focus of their work is more to do with managing projects, or with technical matters, than with people.

To achieve the full award, learners complete eight units – five 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 4 Management qualification. The awarding body is OCR (Oxford Cambridge and RSA Examinations).

**Venue:** 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 4 comprises five mandatory units and three optional units (from a choice of 17):

**Mandatory units:**

- B1 Develop and implement operational plans for your area of responsibility
- C2 Encourage innovation in your area of responsibility
- D2 Develop productive working relationships with colleagues and stakeholders
- E6 Ensure health and safety requirements are met in your area of responsibility
- F3 Manage business processes

**Optional Units:**

- A2 Manage your own resources and professional development
- A3 Develop your personal networks
- B6 Provide leadership in your area of responsibility
- B8 Ensure compliance with legal, regulatory, ethical and social requirements
- B11 Promote equality of opportunity and diversity in your area of responsibility
- C4 Lead change
- C5 Plan change
- C6 Implement change
- D3 Recruit, select and keep colleagues
- D6 Allocate and monitor the progress and quality of work in your area of responsibility

- D7 Provide learning opportunities for colleagues
- E2 Manage finance for your area of responsibility
- F1 Manage a project
- F2 Manage a programme of complementary projects
- F8 Work with others to improve customer service
- F9 Build your organisation's understanding of its market and customers
- F11 Manage the achievement of customer satisfaction

### **Further qualifications**

Stafford College works closely with Staffordshire University. For those students wishing to continue with their studies, Staffordshire University offers NVQ level 4 Management students the opportunity to move onto the Postgraduate Certificate in Management Practice (CMP). This is a two semester course requiring nine months of study (Monday or Wednesday evenings or Tuesday afternoons). Acceptance onto this programme would be considered on an individual basis.

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

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