

Management Level 3

The aim of this qualification is to contribute to the skills, knowledge and overall performance of management and leadership. Its purpose is to provide insight into the principles and processes of management and leadership and to aid career progression.

This QCF certificate is designed for those who are entering a management role or who wish to gain a qualification that formally recognises their skills, those who manage a team and are responsible for its performance and middle managers who have a wider managerial role, which could include recruitment and budgetary responsibilities.

The qualifications consist of units, each of which has a credit value. In order to achieve the qualification at a particular level, learners must achieve units whose total credit value equals or exceeds that required for that level. Candidates may wish to just complete individual units, accumulate credit and not claim for a specific qualification. A detailed description of the credit values and how they are applied is provided in the qualification structures on the following pages.

Certificate in Management Level 3

To achieve the Level 3 Certificate in Management the candidate will need to complete units to gain a minimum of 25 credits. The credit total is made up from:

- 14 credits must be selected from mandatory units
- 11 credits must be completed from optional units
- Application of Number L2, Communication L2 & Technical Certificate L3



Freephone 0808 100 1155

www.getoncourse.net

Unit Titles	Credit Values
Mandatory Units	
Manage own professional development within an organisation	4
Set objectives and provide support for team members	5
Plan, allocate and monitor work of a team	5
Optional Units	
Manage personal development	4
Develop, maintain and review personal networks	4
Manage risk in own area of responsibility	4
Review risk management process in own area of responsibility	3
Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	4
Provide leadership and direction for own area of responsibility	5
Ensure compliance with legal, regulatory, ethical and social requirements	5
Support team members in identifying, developing and implementing new ideas	4
Implement change in own area of responsibility	6
Develop working relationships with colleagues	3
Manage conflict in a team	3
Lead and manage meetings	4
Participate in meetings	2
Support individuals to develop and take responsibility for their performance	4
Know how to follow disciplinary procedures	4
Managing grievance procedures	3
Support the management of redundancies in own area of responsibility	3
Develop working relationships with colleagues and stock holders	4
Recruit staff in own area of responsibility	4
Plan, allocate and monitor work in own area of responsibility	5
Support learning and development within own area of responsibility	5
Address performance problems affecting team members	3
Build, support and manage a team	4
Make effective decisions	3
Communicate information and knowledge	3
Manage knowledge in own area of responsibility	4
Procure supplies	2
Manage a tendering process	4
Develop and implement a risk assessment plan in own area of responsibility	6
Manage physical resources	3
Manage the environmental impact of work activities	5
Plan and manage a project	8
Manage the achievement of customer satisfaction	5
Prepare for and support quality audits	4
Manage customer service in own area of responsibility	4
Develop and implement marketing plans	6
Analyse the market in which your organisation operates	5