

NVQs in Management

Congratulations!

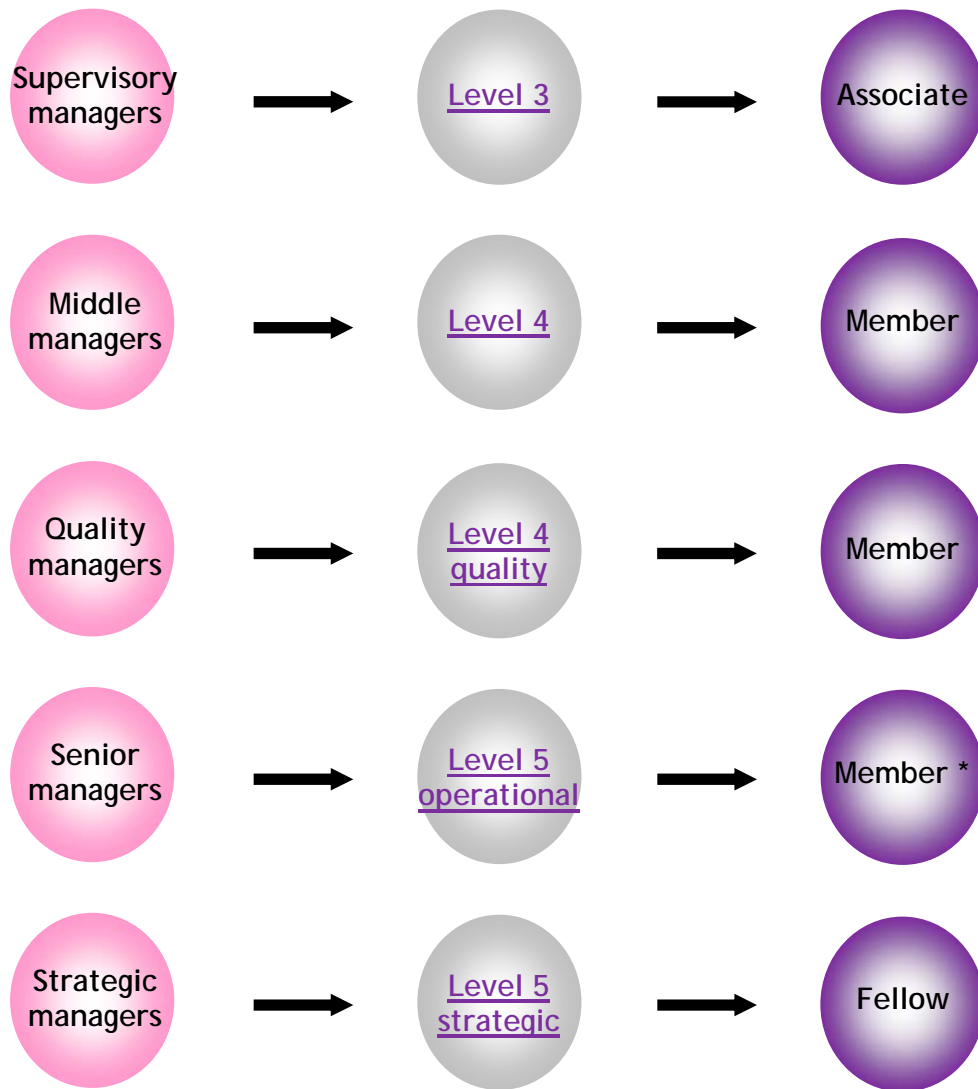
You've taken the first step to getting your workplace experience and skills recognised with a widely respected qualification - a National Vocational Qualification (NVQ).

Here at Cullen Scholefield we offer a range of National and Scottish Vocational Qualifications (NVQs/SVQs) and this pack contains all the information you'll need about achieving an NVQ in Management with the Chartered Management Institute (CMI).

NVQs in Management are nationally recognised and widely used competence-based qualifications demonstrating that you have achieved a certain level of skill and competence in the area of management. They provide an alternative to traditional management courses and examinations for professionals who want to be assessed on their performance in the workplace. They offer a much more flexible approach than more traditional courses and your performance and skills are recognised by assessment rather than examination.

The management standards have much in common in terms of coverage with the CMI's own Professional Standards. As an awarding body they offer a range of management NVO programmes through a network of centres throughout England, Wales and Northern Ireland. All of these are rigorously monitored against the national criteria for quality so with Cullen Scholefield you can be sure you are being assessed to the highest standards.

What's more all the management NVOs offered by Cullen Scholefield have been approved as leading to a grade of membership of the CMI.



** To achieve a Fellowship a candidate will also need to demonstrate that they have extensive management experience with a substantial strategic element in scope and duration.*

Becoming a CMI member

Whilst you're working towards your NVQ in Management, you can join the CMI and make use of their comprehensive range of benefits. Look at the services you'll benefit from:

- succinct and relevant information through Europe's most comprehensive electronic and paper based management information resources
- timely and influential journals and magazines, Professional Manager and Management Today
- a smart continuing professional development programme together with comprehensive career advice and guidance
- networking with other managers to make valuable contacts and to share ideas through your local branch

What you can expect

As an NVQ in Management candidate with Cullen Scholefield you will receive:

- a copy of the relevant national standards
- a handbook to guide you through the process of development, evidence gathering and assessment
- ongoing support from a personal development adviser
- the assurance of a strong quality control mechanism supporting your qualification
- an opportunity to access the benefits of CMI membership.

Your choice of programmes

If you want to gain a full NVQ Cullen Scholefield will assist you to choose the level that suits your current role and experience. Within the Management NVQ there is a choice of units enabling you to select those that best match your own particular interest or expertise.

Alternatively, if you're looking to demonstrate your competence in a particular area of management but don't need a full NVQ, you can register for a single or a number of units. You will receive a unit certificate on successful completion and you can carry completed units forward if you decide later to go on and do a full NVQ.

Optional units

Some of the Management NVQs contain optional units in specialist areas. Cullen Scholefield is approved to offer the units in the areas of managing quality and managing projects.

We don't offer those in managing energy or managing environmental practice.

Level 3 Management

Full NVQ consists of 7 units, incorporating 5 mandatory and 2 optional (from 6).

Mandatory units:

UNIT	TITLE
A1	Maintain activities to meet requirements
B1	Support the efficient use of resources
C1	Manage yourself
C4	Create effective working relationships
D1	Manage information for action

Optional units - any two from:

UNIT	TITLE
C7	Contribute to the selection of personnel for activities
C9	Contribute to the development of teams and individuals
C12	Lead the work of teams and individuals to achieve their objectives
C15	Respond to poor performance in your team
F5	Provide advice and support for the development and implementation of quality systems
F7	Carry out quality audits

The optional units E5 and E8 from the key role 'manage energy' and H4, H8 and H10 from the key role 'manage environmental performance' are not offered by Cullen Scholefield.

Level 4 Management

Full NVQ consists of 9 units, incorporating 5 mandatory, 1 restricted option (from 2) and 3 optional (from 9).

Mandatory units:

UNIT	TITLE
A2	Manage activities to meet requirements
A4	Contribute to improvements at work
C2	Develop your own resources
C5	Develop productive working relationships
D4	Provide information to support decision making

Restricted option - either one of:

UNIT	TITLE
B2	Manage the use of physical resources
B3	Manage the use of financial resources

Optional units - any three from:

UNIT	TITLE
C8	Select personnel for activities
C10	Develop teams and individuals to enhance performance
C13	Manage the performance of teams and individuals
C15	Respond to poor performance in the team
D2	Facilitate meetings
F2	Provide advice and support for the development and implementation of quality policies
F4	Implement quality assurance systems
F6	Monitor compliance with quality systems
F7	Carry out quality audits
G1	Contribute to project planning and preparation
G2	Co-ordinate the running of projects
G3	Contribute to project closure

The optional units E3, E5, E6 and E8 from the key role 'manage energy' and H7, H9 and H10 from the key role 'manage environmental performance' are not offered by Cullen Scholefield.

Level 4 Quality Management

Full NVQ consists of 9 units, incorporating 6 mandatory and 3 optional (from 9).

Mandatory units:

UNIT	TITLE
C2	Develop your own resources
F2	Provide advice and support for the development and implementation of quality policies
F3	Manage continuous quality improvement
F4	Implement quality assurance systems
F5	Provide advice and support for the development and implementation of quality systems
F6	Monitor compliance with quality systems

Optional units - any three from:

UNIT	TITLE
A2	Manage activities to meet requirements
B4	Determine the effective use of resources
C5	Develop productive working relationships
C10	Develop teams and individuals to enhance performance
C13	Manage the performance of teams and individuals
D2	Facilitate meetings
D4	Provide information to support decision making
F1	Promote the importance and benefits of quality
F7	Carry out quality audits

Level 5 Operational Management

Full NVQ consists of 10 units, incorporating 6 mandatory and 4 optional (from 12).

Mandatory units:

UNIT	TITLE
A3	Manage activities to meet customer requirements
A5	Manage change in organisational activities
B4	Determine the effective use of resources
C3	Enhance your own performance
C6	Enhance productive working relationships
D6	Use information to take critical decisions

Optional units - any four from:

UNIT	TITLE
B5	Secure financial resources for your organisation's plans
C8	Select personnel for activities
C10	Develop teams and individuals to enhance performance
C13	Manage the performance of teams and individuals
C16	Deal with poor performance in your team
C17	Redeploy personnel and make redundancies
D3	Chair and participate in meetings
D5	Establish information management and communication systems
F1	Promote the importance and benefits of quality
F3	Manage continuous quality improvements
F4	Implement quality assurance systems
F6	Monitor compliance with quality systems
G4	Plan and prepare projects
G5	Manage the running of projects
G6	Complete projects

The optional units E1 and E3 from the key role 'manage energy' and H5, H7, H9 and H10 from the key role 'manage environmental practice' are not offered by Cullen Scholefield.

Level 5 Strategic Management

Full NVQ consists of 10 units, all of which are mandatory.

Mandatory units:

UNIT	TITLE
A6	Review external and internal operating environments
A7	Establish strategies to guide the work of your organisation
A8	Evaluate and improve organisational performance
B5	Secure financial resources for your organisation's plans
C3	Enhance your own performance
C6	Enhance productive working relationships
C11	Develop management teams
C14	Delegate work to others
D3	Chair and participate in meetings
D6	Use information to take critical decisions