

Business Administration & Law

NVQ Level 4 in Management

Awarding Body: EDEXCEL

General Information:

This qualification is appropriate for Managers of departments/functions who are responsible for managing people, activities and resources.

Course structure:

The NVQ is divided into mandatory and optional units. To receive a full award candidates are required to achieve all **five** mandatory units plus **three** optional units.

Mandatory units:

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

Optional units:

- Manage your own resources and professional development
- Develop your personal networks
- Provide leadership in your area of responsibility
- Ensure compliance with legal, regulatory, ethical and social requirements
- Promote equality of opportunity and diversity in your area of responsibility
- Lead change
- Plan change
- Implement change
- Recruit, select and keep colleagues
- Allocate and monitor the progress and quality of work in your area of responsibility
- Provide learning opportunities for colleagues
- Manage finance for your area of responsibility
- Manage a project
- Manage a programme of complementary projects
- Work with others to improve customer service
- Build your organisation's understanding of its market and customers
- Manage the achievement of customer satisfaction

Assessment methods:

All candidates are allocated an assessor who will guide the candidate through the process of assessment and portfolio building. PDM's fully trained and qualified assessors base their judgements of competence on the candidate's work and how it compares with the National Occupational Standards.

Typically, the candidate builds a portfolio of evidence, under guidance of the assessor, using a range of assessment methods: observation, oral and/or written questioning, witness testimonies, candidate statements, product evidence and professional discussion.

When all the units have been completed, and the assessor is satisfied that the candidate has met the national standard, the certificate is claimed from the awarding body.

Progression:

Candidates who complete this qualification may be able to progress onto:

- NVQ Level 5 in Management
- Certificate/Diploma in Management