

Management Level 3 Certificate

Helping your staff achieve recognised excellence in management

The national occupational standards in Management and Leadership, which form the basis of these qualifications, have been devised by employers and provide benchmarks of good practice. They are structured around six functional areas of management:

- Manage Self and Personal Skills.
- Providing Direction.
- Facilitating Change.
- Working with People.
- Using Resources.
- Achieving Results.

The qualifications concentrate on the development of consistent, competent performance in the workplace, which is then assessed against the standards. Because the Management course is divided into units, it is possible for Managers to complete a qualification which precisely meets their own needs and those of your business.

This qualification is designed for both first line Managers with decision making responsibilities and a wider responsibility for staff performance and junior to middle Managers that require additional training and a formal qualification.

Delivery and Costs

The course can be delivered on your premises and at a time to suit your business. As part of the course we offer appropriate individual information, advice and guidance to candidates.

Candidates will attend eight sessions (both group and one-to-one) with a tutor/assessor. Candidates will need to produce a portfolio containing evidence to support their job role, personal reflective statements about the work they carry out and witness statements from their supervisor/line manager.

In many cases we can help with funding. Our account managers will be happy to discuss delivery times, customising the course and costs.

Course Content

Candidates must complete the 3 mandatory units plus 11 credits from optional units (25 credits minimum). A minimum of 3 credits must be from Group B, Group C and Group D.

Mandatory Units

- Manage own professional development within an organisation.
- Set objectives and provide support for team members.
- Plan, allocate and monitor work of a team.

Optional Units

- Provide leadership and direction for own area of responsibility; (5 credits)
- Develop working relationships with colleagues and stakeholders; (4 credits)
- Recruit staff in own area of responsibility; (4 credits)
- Plan, allocate and monitor work in own area of responsibility; (5 credits)
- Support learning and development within own area of responsibility.

Contact Us

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