

# CMC Aust Marketing Qualifications Information Sheet

## OCR Level 3 NVQ Certificate in Management 3

(Qualification Structure Reference 501/0499/8)

### Introduction

This OCR qualification is a work-related, credit based qualifications, suitable for those who undertake Management related activities. It is open to candidates of any age, of either gender and there are no entry barriers on grounds of race, creed or previous academic attainment or learning.

The units that make up this qualification have been developed from the 2008 National Occupational Standards in Management and Leadership. They provide individuals with an opportunity to demonstrate the skills and knowledge needed for a career in Management. The units encompass a broad range of competencies from the Management and Leadership sector.

### Target Audience

This full qualification provides a range of opportunities for managers in first line or middle management roles and to those in specialist management positions for whom a level 3 certificate will be relevant. It is suitable for learners who are working at first line or middle management level and wish to consolidate their experience to progress their career.

### Qualification Structure

To achieve a Level 3 NVQ Certificate in Management, learners must complete a **minimum of 25 credits made up as follows:**

**14 credits from Group A (mandatory) all of which are at Level 3**

**11 credits from the Group B (optional),**

**Cost: £1265, 24+ age group can fund their course via a low cost 24+ Advanced Learning Loan and borrow the £1265 course fee on the same terms as a student loan. See details about the 24+ Advanced Learning Loan on the Gov.uk web site.**

**To apply for courses or for any qualifications questions contact Kate on 01227 738618 or 07802 250508 or email [kate@cmcaustmarketing.co.uk](mailto:kate@cmcaustmarketing.co.uk)**

See our web site for more information about the range of qualifications on offer from CMC Aust Marketing. [http://www.cmcaustmarketing.co.uk/nvq\\_qualifications](http://www.cmcaustmarketing.co.uk/nvq_qualifications) .

CMC Aust t/a CMC Aust  
Marketing

1 Primrose Hill  
Chartham Hatch  
Canterbury  
CT4 7NR  
01227 738618 /07802 250508  
VAT 621 9642 41

The following table contains the groups of mandatory and optional units.

Group A Mandatory			
Unit No.	Title	Credit value	Level
A2	Manage own professional development within an organisation	4	3
B5	Set objectives and provide support for team members	5	3
D5	Plan, allocate and monitor work of a team	5	3
Group B Optional (11 credits)			
A3	Develop, maintain and review personal networks	4	4
B6	Provide leadership and direction for own area of responsibility	5	4
B8b	Ensure compliance with legal, regulatory, ethical and social requirements	5	4
B10b	Manage risk in own area of responsibility	4	4
B10c	Review risk management processes in own area of responsibility	3	4
A1	Manage personal development	4	2
B11	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	4	3
C1	Support team members in identifying, developing and implementing new ideas	4	3
C6	Implement change in own area of responsibility	6	4
D2a	Develop working relationships with colleagues and stakeholders	4	4
D3a	Recruit staff in own area of responsibility	4	5
D1	Develop working relationships with colleagues	3	2
D6	Plan, allocate and monitor work in own area of responsibility	5	4
D7	Support learning and development within own area of responsibility	5	4
D8	Address performance problems	3	4
D9	Build, support and manage a team	4	4
D10	Manage conflict in a team	3	3
D11	Lead and manage meetings	4	3
D12	Participate in meetings	2	2
D13	Support individuals to develop and take responsibility for their performance	4	4
D14	Know how to follow disciplinary procedures	4	4
D15	Managing grievance procedures	3	4
D16	Support the management of redundancies in own area of responsibility	3	4

E6	Develop and implement a risk assessment plan in own area of responsibility	6	4
E8	Manage physical resources	3	4
E9	Manage the environmental impact of work activities	5	4
E10	Make effective decisions	3	3
E12	Manage knowledge in own area of responsibility	4	3
E11	Communicate information and knowledge	3	2
E15	Procure supplies	2	3
E16	Manage a tendering process	4	4
F1	Plan and manage a project	8	4
F4	Develop and implement marketing plans	6	4
F9	Analyse the market in which your organisation operates	5	4
F11	Manage the achievement of customer satisfaction	5	4
F14	Prepare for and support quality audits	4	4
F17	Manage customer service in own area of responsibility	4	3