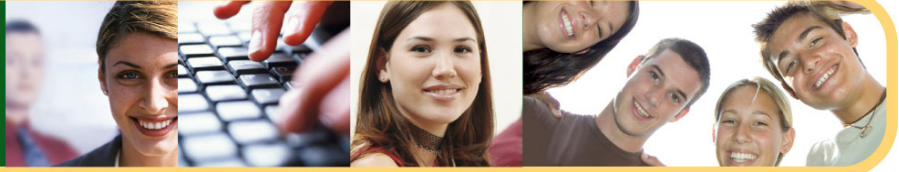


smart people:
think minerva



Management – Level 5

To achieve a full award, candidates must complete **four mandatory units** and **three optional units** (seven units in total).

Mandatory Units

- Provide leadership for your organisation
- Encourage innovation in your organisation
- Ensure an effective organisational approach to health and safety
- Improve organisational performance

Optional Units

- Manage your own resources and professional development
- Develop your personal networks
- Map the environment in which your organisation operates
- Develop a strategic business plan for your organisation
- Put the strategic business plan into action
- Ensure compliance with legal, regulatory, ethical and social requirements
- Develop a culture of your organisation
- Manage risk
- Promote equality of opportunity and diversity in your organisation
- Lead change
- Plan change
- Implement change
- Develop productive working relationships with colleagues and stakeholders
- Plan the workforce
- Provide learning opportunities for colleagues
- Obtain additional finance for the organisation
- Promote the use of technology within your organisation
- Manage a programme of complementary projects
- Develop and review a framework for marketing
- Build your organisation's understanding of its market and customers
- Develop a customer focussed organisation.

NATIONAL VOCATIONAL QUALIFICATIONS

Who needs an NVQ?

Anyone in the workplace. NVQs are work based qualifications for anyone who undertakes a job role. They are open to anyone and there are no entry requirements necessary.

What is the purpose of an NVQ?

NVQs give recognition of the skills and competencies of anyone in the workplace. Different levels provide the individual with a learning opportunity to demonstrate their knowledge and skill whilst developing themselves on the career ladder. NVQ units encompass a wide range of related work topics.

What are the benefits of an NVQ?

An employee will benefit by

- Having more understanding of their responsibilities
- An opportunity to develop new skills
- Accreditation of current skills

An employer will benefit by

- More developed staff giving better performance
- More staff motivation
- Better service to clients

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