



Qualification and Credit Framework (QCF)

QCF in Management (QCF) Level 3

Accreditation Body: ILM

Introduction/Summary

If you want successful managers in your organisation, then an QCF in Management for your staff is the right step forward. It will help your staff to gain a better understanding of how to support their teams and to provide better leadership and direction in their areas of work.

Staff with formal management training and qualifications are an asset to any modern business and an QCF in Management provides a chance to learn new skills and gain a valuable qualification at the same time. This management qualification is ideal for managers who want to become more effective in their jobs, recognising their skills and experience and filling any knowledge gaps.

The ILM Level 3 QCF Certificate in Management is ideal for first line managers with a range of responsibilities including: allocating work to team members/colleagues/contractors, achieving specific results, managing financial and physical resources and some degree of decision making. The qualification aims to give learners an opportunity to develop their management performance, become more effective and to progress their career.

Qualification

To help your staff develop a tailored programme which meets their specific needs, learners will have an initial assessment interview with their assigned assessor before they get started on their qualification.

This assessment interview looks at what their current role is, analyses their skills, and then identifies the most relevant optional units for them to take.

Learners take three mandatory units focusing on planning and allocating work for the team, managing personal development, setting objectives and supporting team members. They then choose from a diverse range of optional units to complete the qualification with the assigned assessor providing guidance on the most suitable choices of units for both the learner and the organisation.

Mandatory Units

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

Learners will build a folder of work either electronically or paper based working alongside an assessor who visits them in the workplace. This is a purely competence based qualification and as such proves that they are capable of performing in their chosen job role and no exams are required.

Requirements

To gain this qualification the learner must be employed in a first line management role with a team of people reporting into them. Additionally:

1. Whilst not essential, it would be beneficial if the learner had access to the Internet if using the electronic portfolio system.
2. An appraisal system recording development requirements and providing feedback on performance should be in place within the company and the learner would need a copy of their appraisal.
3. The learner must be willing to develop their management skills and be committed to gaining the qualification.
4. The learner must have access to written policies on performance, grievance, supervision, development and health and safety.
5. The learner must have a named manager to whom we can refer if there are any problems or queries. This manager must be fully supportive of the learner gaining the qualification and provide the necessary support and time to complete it.

Day One "Shopping List"

At their first meeting with their assessor it will be necessary for the learners to bring the following evidence with them to assist in the building of their portfolios.

Individuals Information:

- Job Description
- Curriculum Vitae
- Training Records or Copies of Certificates
- Copy of most up to date appraisal (if applicable)
- Copy of personal development plan (if applicable/available)

Company Information:

- Company Mission Statement
- Copies of Discipline/Grievance Policies
- Copy of Company Health & Safety Policy
- Company Structure and/or Organisation Chart
- Copy of Company Diversity Statement

The learner may need assistance in compiling this and where more than one learner from your organisation is completing the QCF each one will need a separate copy of the above.