

# OCR LEVEL 3 NVQ IN MANAGEMENT

## Record of Achievement

Candidate name: \_\_\_\_\_

<b>UNIT TITLES</b>		<b>Date passed to Assessor</b>	<b>Assessor agreed completed</b>
<b>Mandatory units</b>			
A2	Manage your own resources and professional development		
B6	Provide leadership in your area of responsibility		
D6	Allocate and monitor the progress and quality of work in your area of responsibility		
E6	Ensure health and safety requirements are met in your area of responsibility		
<b>Optional units</b>			
B11	Promote equality of opportunity and diversity in your area of responsibility		
C2	Encourage innovation in your area of responsibility		
C5	Plan change		
C6	Implement change		
D1	Develop productive working relationships with colleagues		
D3	Recruit, select and keep colleagues		
D7	Provide learning opportunities for colleagues		
D8	Help team members address problems affecting their performance		
D9	Build and manage teams		
D11	Lead meetings		
D12	Participate in meetings		
E1	Manage a budget		
E9	Manage the environmental impact of your work		
E10	Take effective decisions		
E11	Communicate information and knowledge		
F1	Manage a project		
F6	Monitor and solve customer service problems		
F8	Work with others to improve customer service		