

OCR LEVEL 4 NVQ IN MANAGEMENT

Record of Achievement

Candidate name: _____

UNIT TITLES		Date passed to Assessor	Assessor agreed completed
Mandatory units			
B1	Develop and implement operational plans for your area of responsibility		
C2	Encourage innovation in your area of responsibility		
D2	Develop productive working relationships with colleagues and stakeholders		
E6	Ensure health and safety requirements are met in your area of responsibility		
F3	Manage business processes		
Optional units			
A2	Manage your own resources and professional development		
A3	Develop your personal networks		
B6	Provide leadership in your area of responsibility		
B8	Ensure compliance with legal, regulatory, ethical and social requirements		
B11	Promote equality of opportunity and diversity in your area of responsibility		
C4	Lead change		
C5	Plan change		
C6	Implement change		
D3	Recruit, select and keep colleagues		
D6	Allocate and monitor the progress and quality of work in your area of responsibility		
D7	Provide learning opportunities for colleagues		
D10	Reduce and manage conflict in your team		
D11	Lead meetings		
E2	Manage finance for your area of responsibility		
E8	Manage physical resources		
E9	Manage the environmental impact of your work		
E10	Take effective decisions		
F1	Manage a project		
F2	Manage a programme of complementary projects		
F8	Work with others to improve customer service		
F9	Build your organisation's understanding of its market and customers		
F11	Manage the achievement of customer satisfaction		

