

# Qualification Structure

## Management Level 3

Learners need to complete all mandatory units to a total of 14 credits and a minimum of 11 credits from the Optional Units Group. To achieve the qualification a minimum of 25 credits is required.

Mandatory Units				
Unit	Unit Title	Credit	Level	Guided Learning Hours
CU868	Manage Own Professional Development Within an Organisation	4	3	20
CU761	Set Objectives and Provide Support for Team Members	5	3	35
CU858	Plan, Allocate and Monitor Work of a Team	5	3	25
Optional Units				
Unit	Unit Title	Credit	Level	Guided Learning Hours
CU855	Manage Personal Development	4	2	20
CU869	Develop, Maintain and Review Personal Networks	4	4	25
CU870	Manage Risk in Own Area of Responsibility	4	4	25
CU871	Review Risk Management Processes in Own Area of Responsibility	3	4	20
CU859	Manage or Support Equality of Opportunity, Diversity and Inclusion in Own Area of Responsibility	4	3	20
CU762	Provide Leadership and Direction for Own Area of Responsibility	5	4	30
CU872	Ensure Compliance with Legal, Regulatory, Ethical and Social Requirements	5	4	25
CU860	Support Team Members in Identifying, Developing and Implementing New Ideas	4	3	20
CU873	Implement Change in Own Area of Responsibility	6	4	25
CU856	Develop Working Relationships with Colleagues	3	2	15
CU861	Manage Conflict in a Team	3	3	20
CU862	Lead and Manage Meetings	4	3	20
CU863	Participate in Meetings	2	2	10
CU874	Support Individuals to Develop and Take Responsibility for their Performance	4	4	20
CU875	Know How to Follow Disciplinary Procedures	4	4	20

CU876	Managing Grievance Procedures	3	4	10
CU877	Support the Management of Redundancies in Own Area of Responsibility	3	4	15
CU763	Develop Working Relationships with Colleagues and Stakeholders	4	4	20
CU789	Recruit Staff in Own Area of Responsibility	4	5	25
CU878	Plan, Allocate and Monitor Work in Own Area of Responsibility	5	4	25
CU764	Support Learning and Development Within Own Area of Responsibility	5	4	25
CU879	Address Performance Problems Affecting Team Members	3	4	20
CU880	Build, Support and Manage a Team	4	4	20
CU864	Make Effective Decisions	3	3	10
CU857	Communicate Information and Knowledge	3	2	10
CU865	Manage Knowledge in Own Area of Responsibility	4	3	15
CU866	Procure Supplies	2	3	20
CU881	Manage a Tendering Process	4	4	20
CU882	Develop and Implement a Risk Assessment Plan in Own Area of Responsibility	6	4	20
CU765	Manage Physical Resources	3	4	25
CU766	Manage the Environmental Impact of Work Activities	5	4	10
CU883	Plan and Manage a Project	8	4	30
CU884	Manage the Achievement of Customer Satisfaction	5	4	25
CU885	Prepare for and Support Quality Audits	4	4	20
CU867	Manage Customer Service in Own Area of Responsibility	4	3	25
CU886	Develop and Implement Marketing Plans	6	4	25
CU887	Analyse the Market in Which Your Organisation Operates	5	4	25