

**Qualifications**



## Level 3 QCF Certificate in **Management**

It is vital that the management structure in your organisation is operating in the most efficient and effective way possible. These qualifications will sharpen your management staffs' awareness of best practice and enhance their overall performance and the performance of your entire company.

It will be made up of a mixture of modules which you will be able to pick yourself. These include:

- Managing personal development
- How to plan, allocate and monitor the work of a team
- Managing conflict within a team
- Effective decision making
- Recruitment of staff in the area of responsibility

### Introducing the Qualifications and Credit Framework (QCF)

This new and improved work-based qualification is more flexible and accessible to a much wider audience than ever before. Allowing you or your staff to tailor your own training package, this is an opportunity for you to achieve recognition for what you already do well, as well as to improve skills quickly and easily while you work.

**This is a chance gain qualifications without sitting through weeks, months or years of study and there are no exams to sit at the end!**



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