

## New Training to meet New Needs

Voluntary Action West Kent is committed to meeting the training needs of voluntary and community organisations.

The voluntary sector faces new challenges with new development needs.

Through our new project "Empowering the Voluntary and Community Sector in Kent and Medway" Leadership Programme, we will develop Leadership Skills across the West Kent VCS. The courses will provide development opportunities that will impact upon the individual and have a positive effect on the organisations to which they belong.

### Who is involved?

This exciting new project is funded by the Big Lottery BASIS Programme through Kent CAN (Community Alliance of Networks); partners include West Kent College, Canterbury College and Southampton University.

### What we will deliver?

- A distance learning Postgraduate Certificate in Management and Leadership course with the University of Southampton
- NVQ Level 3 courses in Management through West Kent College and Canterbury College
- Leadership workshops
- Board development workshops
- Action Learning Sets
- Mentoring support.



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## Leadership Programme



## Management NVQ Level 3

"Empowering the Voluntary  
and Community Sector in  
Kent and Medway"





## Course Content

### NVQ Level 3 in Management

#### Delivered through West Kent College and Canterbury College

This NVQ is suitable for those who are responsible for the control of activities and work output of a team. The NVQ is entirely work related and is based on a broad range of competencies specific to management. The qualification is competence-based with skills, knowledge and competencies being assessed in a practical way. To achieve full certification of the NVQ, 7 units must be completed and assessed as competent. Portfolios are internally and externally verified to ensure that standards have been met.

To achieve full certification learners will complete 4 Mandatory Units and choose 3 units from a selection of optional units.

#### Mandatory Units

- Manage your own resources and professional development
- Provide leadership in your area of responsibility
- Allocate and monitor the progress and quality of work in your area of responsibility
- Ensure health and safety requirements are met in your area of responsibility

#### Optional Units

- Promote equality of opportunity and diversity in your area
- Encourage innovation in your area of responsibility
- Plan change
- Implement change
- Develop productive working relationships with colleagues
- Recruit, select and keep colleagues
- Provide learning opportunities for colleagues
- Manage a budget
- Manage a project
- Monitor and solve customer service problems
- Work with others to improve customer service
- Help team members address problems affecting their performance
- Build and manage teams
- Lead meetings
- Participate in meetings
- Manage the environmental impact of your work
- Take effective decisions
- Communicate information and knowledge

#### Study Mode

The NVQ will be delivered entirely in the workplace with an Assessor visiting at mutually convenient times to carry out an induction, explain evidence requirements and observe and assess. The candidate may be required to carry out some research and will need to complete referencing of portfolio, in own time.

#### Assessment Mode

The candidate will build a portfolio of evidence, demonstrating their competence to meet a range of performance criteria on several occasions over a period of several months. The Assessor will carry out assessment whilst at the workplace, through observation and examination of product evidence. Personal accounts written by the candidate and witness statements from colleagues and supervisors will also contribute to the portfolio.

#### Entry requirements

There are no formal entry requirements, but candidates must be employed within a suitable environment.

To find out more or book a course, please contact Angela Holland on 01892 530330. Alternatively email [angela.holland@vawk.org.uk](mailto:angela.holland@vawk.org.uk)

