

Management NVQ L3 Diploma mandatory unit content



This map accompanies the PLTS Guide for practitioners which can be downloaded from www.cfa.uk.com
The guide includes:

- an explanation about the importance of PLTS
- general principles for delivery
- where there is little or no coverage in the mandatory units, illustrations of where PLTS can be found in the optional units
- illustrations of PLTS in Functional Skills, ERR and other processes.

Independent Enquiry	INDEPENDENT ENQUIRY					
	Identify questions to answer and problems to resolve	Plan and carry out research, appreciating the consequences of decisions	Explore issues, events or problems from different perspectives	Analyse and evaluate information, judging its relevance and value	Consider the influence of circumstances, beliefs and feelings on decisions and events	Support conclusions, using reasoned arguments and evidence
Management NVQ L3 Diploma mandatory unit content						
L/600/9586: Manage own professional development within an organisation						
LO1: Be able to assess own career goals and personal development	1.1	1.1		1.2		1.2
LO2: Be able to set personal work objectives						
LO3: Be able to produce a personal development plan	3.1			3.1		3.1
LO4: Be able to implement and monitor own personal development plan						
M/600/9600: Set objectives and provide support for team members						
LO1: Be able to communicate a team's purpose and objectives to the team members						
LO2: Be able to develop a plan with team members showing how team objectives will be met						
LO3: Be able to support team members identifying opportunities and providing support	3.1		3.3	3.3	3.3	3.3
LO4: Be able to monitor and evaluate progress and recognise individual and team achievement						
Y/600/9669: Plan, allocate and monitor the work of a team						
LO1: Be able to plan work for a team						
LO2: Be able to allocate work across a team						
LO3: Be able to manage team members to achieve team objectives						
LO4: Be able to monitor and evaluate the performance of team members			4.2; 4.3	4.1; 4.3	4.2; 4.3	4.1; 4.3
LO5: Be able to improve the performance of a team			5.1	5.1	5.1	5.1

Effective Participation

EFFECTIVE PARTICIPATION

Effective Participation	EFFECTIVE PARTICIPATION					
	Discuss issues of concern seeking resolution where needed	Present a persuasive case for action	Propose practical ways forward breaking these down into manageable steps	Identify improvements that would benefit others as well as themselves	Try to influence others, negotiating and balancing diverse views to reach workable solutions	Act as an advocate for views and beliefs that may differ from their own
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LO2: Be able to develop a plan with team members showing how team objectives will be met						
LO3: Be able to support team members identifying opportunities and providing support	3.1; 3.2				3.3; 3.4	
LO4: Be able to monitor and evaluate progress and recognise individual and team achievement						
Y/600/9669: Plan, allocate and monitor the work of a team						
LO1: Be able to plan work for a team						
LO2: Be able to allocate work across a team						
LO3: Be able to manage team members to achieve team objectives						
LO4: Be able to monitor and evaluate the performance of team members	4.2					
LO5: Be able to improve the performance of a team						

Team Working

TEAM WORKING

Collaborate with others to work towards common goals

Reach agreements, manage discussions to achieve results

Adapt behaviour to suit different roles and situations, including leadership roles

Show fairness and consideration to others

Take responsibility, showing confidence in yourself and your contribution

Provide constructive support and feedback to others

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LO3: Be able to produce a personal development plan

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M/600/9600: Set objectives and provide support for team members

LO1: Be able to communicate a team's purpose and objectives to the team members

1.1

1.2; 1.3

LO2: Be able to develop a plan with team members showing how team objectives will be met

2.1; 2.3

2.1; 2.2; 2.4

2.2

LO3: Be able to support team members identifying opportunities and providing support

3.2

3.2

3.2

3.1 - 3.4

3.3; 3.4

LO4: Be able to monitor and evaluate progress and recognise individual and team achievement

4.1

4.1; 4.2

4.2

Y/600/9669: Plan, allocate and monitor the work of a team

LO1: Be able to plan work for a team

LO2: Be able to allocate work across a team

2.1

2.1; 2.2; 2.3

LO3: Be able to manage team members to achieve team objectives

3.1

LO4: Be able to monitor and evaluate the performance of team members

4.2

LO5: Be able to improve the performance of a team

5.2

Self Management	SELF MANAGEMENT						
	Seek out challenges or new responsibilities and show flexibility when priorities change	Work towards goals, showing initiative, commitment and perseverance	Organise time and resources, prioritising actions	Anticipate, take and manage risks	Deal with competing pressures, including personal and work-related demands	Respond positively to change seeking advice and support when needed	Manage their emotions and build and maintain relationships
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Y/600/9669: Plan, allocate and monitor the work of a team							
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LO2: Be able to allocate work across a team							
LO3: Be able to manage team members to achieve team objectives							
LO4: Be able to monitor and evaluate the performance of team members							4.2
LO5: Be able to improve the performance of a team		5.3				5.3	5.2

Reflective Learning

REFLECTIVE LEARNING

Assess themselves and others, identifying opportunities and achievements

Set goals with success criteria for their development and work

Review progress, acting on the outcomes

Invite feedback and deal positively with praise, setbacks and criticism

Evaluate experiences and learning to inform future progress

Communicate your learning in relevant ways for different audiences

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LO4: Be able to implement and monitor own personal development plan			4.2		4.2	

M/600/9600: Set objectives and provide support for team members

LO1: Be able to communicate a team's purpose and objectives to the team members		1.2				
LO2: Be able to develop a plan with team members showing how team objectives will be met		2.4				
LO3: Be able to support team members identifying opportunities and providing support	3.1					
LO4: Be able to monitor and evaluate progress and recognise individual and team achievement	4.1		4.1; 4.2			

Y/600/9669: Plan, allocate and monitor the work of a team

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LO2: Be able to allocate work across a team		2.2				
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LO5: Be able to improve the performance of a team	5.1		5.3		5.1; 5.3	5.3

Creative Thinking	CREATIVE THINKING					
	Generate ideas and explore possibilities	Ask questions to extend their thinking	Connect their own and others' ideas and experiences in inventive ways	Question their own and others' assumptions	Try out alternatives or new solutions and follow ideas through	Adapt ideas as circumstances change
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