

Management NVQ L2 Certificate 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 L2 Certificate mandatory unit content						
F/600/9469: Manage personal development						
LO1: Be able to identify performance requirements of own work role						
LO2: Be able to measure and progress against objectives						
LO3: Be able to identify gaps in skills and knowledge in own performance	3.2	3.2		3.2		3.2
LO4: Be able to carry out and assess activities within own development plan						
H/600/9660: Develop working relationships with colleagues						
LO1: Understand the benefits of working with colleagues						
LO2: Be able to establish working relationships with colleagues						
LO3: Be able to act in a professional and respectful manner when working with colleagues						
LO4: Be able to communicate with colleagues						
LO5: Be able to identify potential work-related difficulties and explore solutions	5.1		5.2	5.2		5.2
H/600/9724: Communicate information and knowledge						
LO1: Be able to identify the information required and its reliability for communication		1.2		1.1; 1.2		
LO2: Be able to understand communication techniques and methods						
LO3: Be able to communicate information and knowledge using appropriate techniques and methods						
LO4: Be able to adapt communication techniques and methods according to target audience response						

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 yourself	Try to influence others, negotiating and balancing diverse views to each workable actions	Act as an advocate for views and beliefs that may differ from your own
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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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LO2: Be able to establish working relationships with colleagues

2.1; 2.2

2.2

LO3: Be able to act in a professional and respectful manner when working with colleagues

3.1

LO4: Be able to communicate with colleagues

4.1; 4.2

LO5: Be able to identify potential work-related difficulties and explore solutions

5.1; 5.2

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3.1; 2.2

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4.1

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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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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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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