



Chartered Management Institute Approved Assessment Centre
Four Counties Training Ltd.
Shaftesbury House, 49-51 Uxbridge Road, Ealing, London W5 5SA

**Each manager is different, but all need core managerial skills and knowledge.
These are described in the MSC Management and Leadership national occupational
standards which reflect best practice in Management.**

FCT Management NVQ Centre offers individual programmes for the development of managers in the workplace. We contract with companies rather than private individuals, so that the interests of both can be addressed. Our programmes cater for both the experienced managers who need to accredit their competence in the job and new/experienced managers who need training and development to enhance performance in the job.

Hence, we offer the following:

- **Management NVQ assessment programmes at NVQ Levels 3, 4 and 5 to accredit experienced managers (one-to-one approach);**
- **Management Development programmes.**

These programmes are described below.

Management NVQ Assessment Programmes (one-to-one approach)

These NVQ programmes are designed for working managers who are part of their employing company's HR development systems which provide them with training and development activities that are appropriate for their roles. Such activities include management training as well as occupational updating, and are backed by staff appraisal or performance review schemes.

Our programmes complement company training and development provision by accrediting the knowledge gained from it, through an assessment process which consolidates and enhances the candidates' understanding and competence and improves their management practice. However, we also provide top-up training if the Client company so desires.

Entry Requirements

All candidates must be experienced managers working in management positions suitable to the intended qualification level (e.g., supervisory positions for Level 3, wider operational positions that manage other managers for Level 4, Director-level operational or strategic positions for Level 5).

It is anticipated that these positions can provide all the opportunities required for candidates to gather the evidence necessary to meet the requirements of the National Occupational Standards for Management and Leadership (2004) at the intended NVQ level.

Programme Delivery

FCT delivers Management NVQ Assessment programmes on an individual, one-to-one basis, in the workplace. This mode of delivery allows busy managers to fit the programme around their work commitments and takes up the least of the managers' time as it reduces the NVQ paperwork burden on the candidate.

Each candidate is allocated an FCT assessor who provides all-through support and assessment throughout the programme. Assessors meet their candidates for half-day or all-day sessions, at intervals agreed between themselves so as to make the best use of their time, so programmes typically take from 8 to 12 months to complete.

Different level programmes have different allocations of assessor time:

NVQ Level 3	8 half-days
NVQ Level 4	9 half-days
NVQ Level 5	10 half-days

The first half-day is normally used for an induction to the programme: to give an overview of the proposed qualification, confirm that it is at the appropriate level for the candidate, plan its achievement and prepare for the assessment of the first unit.

Remaining half days are used for assessment planning, assessment and generation of assessment reports. On the Level 5 programme, two of the allocated half-days are intended for coaching in any Management topic which the candidate considers desirable for his/her professional development.

Assessments are usually carried out in the candidate's workplace, but, on occasion, FCT accommodation at Shaftesbury House may be more convenient (no extra charge).

Management Development Programmes

We provide developmental training at all levels of Management, from introductory training for inexperienced team leaders or supervisors to executive level Management training or coaching.

Our programmes are always designed specifically to the requirements of the Client company and may include:

- training in groups or one-to-one;
- elements of the Client's existing training provision;
- delivery on the Client's, FCT's or hired premises;
- accreditation for Chartered Management Institute Management NVQs or Awards; Certificates or Diplomas;
- accreditation for units or awards from Learning & Development NVQs;

Entry Requirements

There are no specific entry requirements for candidates for training and development programmes without NVQ accreditation.

For programmes that include NVQ accreditation, candidates do not need to be experienced, but must be employed as managers in positions suitable to the intended qualification level (e.g., supervisory positions for Level 3, wider operational positions that manage other managers for Level 4, Director-level strategic positions for Level 5).

Programme Delivery

The structure, content and delivery of Management Development programmes are determined entirely by the Client's requirements and the agreement made with the Client company.

FCT offers free, no-obligation consultancy on programme design and, if the Client wishes to go ahead, FCT will ensure appropriate pre-programme planning.

Certification

Four Counties Training Ltd. is an approved NVQ Assessment Centre of the Chartered Management Institute, the most prestigious Management qualifications awarding body.

On NVQ assessment programmes, following a successful completion of the required number of MSC units (7 for Level 3, 8 for Level 4 or 7 for Level 5), candidates receive an NVQ certificate from the Chartered Management Institute. CMI certification is also available for individual units in cases where candidates are unable to complete the whole programme.

Successful candidates on accredited Management Development Programmes receive the appropriate Chartered Management Institute Award, Certificate or Diploma certificate.

FCT Certificates of Attendance are issued to candidates who successfully complete a course of any non-accredited training on Management Development programmes.

Prices

Prices exclude any training accommodation that the Client may require or any agreed expenses such as travel outside Greater London, and are subject to VAT.

Training or consultancy	£570.00 per trainer/consultant day
Management NVQ Level 3	£2,613.00 per candidate
Management NVQ Level 4	£2,953.00 per candidate
Management NVQ Level 5	£3,243.00 per candidate

How to contact us

If you would like to discuss your requirements or obtain free advice and further information, please contact:

Ewa Bardell, CMI Programme Director, on 01895 461 916 (direct line) or
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or

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or

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