



INFORMATION SHEET

City and Guilds Leisure Management Level 3 NVQ

This NVQ consists of 4 mandatory units and 5 optional units which are chosen from the list below.

MANDATORY UNITS

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|------------|--|
| 101 | Manage your own resources and professional development |
| 102 | Provide leadership in your area of responsibility |
| 103 | Ensure the health, safety, welfare and security of customers and staff |
| 104 | Work with others to improve customer service |

OPTIONAL UNITS

Four units must be chosen from the list below

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|------------|--|
| 105 | Contribute to change through implementing and reviewing strategy and policy |
| 415 | Recruit, select and keep colleagues |
| 106 | Develop productive working relationships with colleagues |
| 417 | Allocate and monitor the progress and quality of work in your area of responsibility |
| 416 | Provide learning opportunities for colleagues |
| 107 | Support the efficient use of resources |
| 108 | Control practices for handling payments |
| 109 | Supervise the maintenance of equipment and facilities |
| 110 | Operate plant to maintain the quality of pool water |
| 111 | Manage information for action |
| 412 | Contribute to evaluating, developing and promoting services |

Smart

Training

Active Leisure and Learning



- 112** Plan and organise services
- 113** Manage a project (MSC F1)
- 114** Promote equality and diversity in sport and physical activity
- 115** Sell products and services to customers in face-to-face settings (MSSSB C52)
- 116** Promote the conservation of the environment

For more information about any of our courses please contact:

01983 530440

www.smarttar.co.uk

It is the company's policy to treat all applicants fairly and equally regardless of gender, racial or cultural grounds, disability, age, marital status, religious beliefs, sexual orientation, trade union activity or any other category where discrimination cannot be reasonably justified.