

We have received reports that centres have tried to claim certification against the sector unit number rather than the OCR unit number. To aid centres this is an easy reference guide to the qualifications structure and units, taken directly from the centre handbook.

6 Qualification structure and units

6.1 Qualification structure

Candidates do not have to achieve units in any particular order and teachers/tutors should tailor learning programmes to meet individual candidate needs. It is recommended that, wherever possible, centres adopt a holistic approach to the delivery of these qualifications and identify opportunities to link the units and levels.

If a candidate is not able to complete the full qualification, their achievements will be recognised through the issue of a unit certificate listing the units achieved.

OCR Level 2 NVQ Certificate in Team Leading

(Qualification Accreditation Number 501/0501/2)

To achieve this qualification, candidates must achieve a total of 17 credits made up as follows:

10 Credits from mandatory Group A, all of which are at Level 2.

7 credits from the optional units of which a minimum of 5 must be from the 2 Group B units, and a minimum of 2 credits from the 11 Group C mandatory units.

The following table contains the groups of mandatory and optional units.

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
Group A (Mandatory)						
1	A1	Manage personal development	F/600/9469	4	2	20
2	D1	Develop working relationships with colleagues	H/600/9660	3	2	15
3	E11	Communicate information and knowledge	H/600/9724	3	2	10
Group B (Optional)						
4	D5	Plan, allocate and monitor work of a team	Y/600/9669	5	3	25
5	B5	Set objectives and provide support for team members	M/600/9600	5	3	35

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
Group C (Optional)						
6	B11	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	M/600/9628	4	3	20
7	C1	Support team members in identifying, developing and implementing new ideas	L/600/9636	4	3	20
8	D10	Manage conflict in a team	R/600/9685	3	3	20
9	D11	Lead and manage meetings	Y/600/9686	4	3	20
10	D12	Participate in meetings	H/600/9688	2	2	10
11	E10	Make effective decisions	F/600/9715	3	3	10
12	E12	Manage knowledge in own area of responsibility	T/600/9730	4	3	15
13	E15	Procure supplies	L/600/9734	2	3	20
14	F17	Manage customer service in own area of responsibility	D/600/9804	4	3	25

OCR Level 3 NVQ Certificate in Management

(Qualification Accreditation Number 501/0499/8)

To achieve this qualification, candidates must achieve a total of 25 credits made up as follows:

14 Credits from mandatory Group A all of which are at Level 3

11 Credits from the optional Group B.

The following table contains the groups of mandatory and optional units.

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
Group A (Mandatory)						
1	A2	Manage own professional development within an organisation	L/600/9586	4	3	20
2	B5	Set objectives and provide support for team members	M/600/9600	5	3	35
3	D5	Plan, allocate and monitor work of a team	Y/600/9669	5	3	25
Group B (Optional)						
4	A3	Develop, maintain and review personal networks	R/600/9587	4	4	25
5	B6	Provide leadership and direction for own area of responsibility	T/600/9601	5	4	30
6	B8b	Ensure compliance with legal, regulatory, ethical and social requirements	H/600/9609	5	4	25
7	B10b	Manage risk in own area of responsibility	L/600/9619	4	4	25
8	B10c	Review risk management processes in own area of responsibility	L/600/9622	3	4	20
9	A1	Manage personal development	F/600/9469	4	2	20
10	B11	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	M/600/9628	4	3	20
11	C1	Support team members in identifying, developing and implementing new ideas	L/600/9636	4	3	20
12	C6	Implement change in own area of responsibility	M/600/9659	6	4	25
13	D2a	Develop working relationships with colleagues and stakeholders	K/600/9661	4	4	20

14	D3a	Recruit staff in own area of responsibility	T/600/9663	4	5	25
15	D1	Develop working relationships with colleagues	H/600/9660	3	2	15
16	D6	Plan, allocate and monitor work in own area of responsibility	H/600/9674	5	4	25
17	D7	Support learning and development within own area of responsibility	M/600/9676	5	4	25
18	D8	Address performance problems affecting team members	F/600/9679	3	4	20
19	D9	Build, support and manage a team	F/600/9682	4	4	20
20	D10	Manage conflict in a team	R/600/9685	3	3	20
21	D11	Lead and manage meetings	Y/600/9686	4	3	20
22	D12	Participate in meetings	H/600/9688	2	2	10
23	D13	Support individuals to develop and take responsibility for their performance	D/600/9690	4	4	20
24	D14	Know how to follow disciplinary procedures	H/600/9691	4	4	20
25	D15	Managing grievance procedures	K/600/9692	3	4	10
26	D16	Support the management of redundancies in own area of responsibility	M/600/9693	3	4	15
27	E6	Develop and implement a risk assessment plan in own area of responsibility	L/600/9703	6	4	20
28	E8	Manage physical resources	K/600/9711	3	4	25
29	E9	Manage the environmental impact of work activities	M/600/9712	5	4	10
30	E10	Make effective decisions	F/600/9715	3	3	10
31	E12	Manage knowledge in own area of responsibility	T/600/9730	4	3	15
32	E11	Communicate information and knowledge	H/600/9724	3	2	10
33	E15	Procure supplies	L/600/9734	2	3	20
34	E16	Manage a tendering process	H/600/9738	4	4	20
35	F1	Plan and manage a project	J/600/9750	8	4	30

36	F4	Develop and implement marketing plans	K/600/9790	6	4	25
37	F9	Analyse the market in which your organisation operates	M/600/9791	5	4	25
38	F11	Manage the achievement of customer satisfaction	A/600/9793	5	4	25
39	F14	Prepare for and support quality audits	Y/600/9798	4	4	20
40	F17	Manage customer service in own area of responsibility	D/600/9804	4	3	25

OCR Level 5 NVQ Diploma in Management

(Qualification Accreditation Number 501/0498/6)

To achieve this qualification, candidates must achieve a total of 38 credits made up as follows:

23 Credits from mandatory Group A (18 are at level 5 and 4 at level 4)

15 credits from optional Group B of which at least 3 credits must be at Level 5 or 6.

The following table contains the groups of mandatory and optional units.

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
Group A (Mandatory)						
1	B1	Develop and evaluate operational plans for own area of responsibility	Y/600/9588	6	5	25
2	B6	Provide leadership and direction for own area of responsibility	T/600/9601	5	4	30
3	C5	Plan change in own area of responsibility	R/600/9654	6	5	30
4	D2b	Work productively with colleagues and stakeholders	M/600/9662	6	5	30
Group B (Optional)						
5	B10a	Establish risk management processes for an organisation	A/600/9616	6	5	30
6	B12	Promote equality of opportunity, diversity and inclusion across an organisation	T/600/9632	6	5	30
7	D3b	Examine staff turnover issues in own area of responsibility	A/600/9664	4	5	25
8	D17	Developing collaborative relationships with other organisations	T/600/9694	7	5	30
9	E4	Promote the use of technology within an organisation	J/600/9702	6	5	30
10	E7	Manage health and safety across an organisation	H/600/9707	6	5	25
11	F3b	Monitor and review business processes	A/600/9759	3	5	20

12	F10	Develop a customer-focused organisation	T/600/9792	5	5	25
13	F15	Conduct a quality audit	J/600/9800	6	6	30
14	F16	Manage product development and marketing	R/600/9802	7	5	30
15	A3	Develop, maintain and review personal networks	R/600/9587	4	4	25
16	B8b	Ensure compliance with legal, regulatory, ethical and social requirements	H/600/9609	5	4	25
17	B10b	Manage risk in own area of responsibility	L/600/9619	4	4	25
18	B10c	Review risk management processes in own area of responsibility	L/600/9622	3	4	20
19	C6	Implement change in own area of responsibility	M/600/9659	6	4	25
20	D2a	Develop working relationships with colleagues and stakeholders	K/600/9661	4	4	20
21	D3a	Recruit staff in own area of responsibility	T/600/9663	4	5	25
22	D6	Plan, allocate and monitor work in own area of responsibility	H/600/9674	5	4	25
23	D7	Support learning and development within own area of responsibility	M/600/9676	5	4	25
24	D8	Address performance problems affecting team members	F/600/9679	3	4	20
25	D9	Build, support and manage a team	F/600/9682	4	4	20
26	D13	Support individuals to develop and take responsibility for their performance	D/600/9690	4	4	20
27	D14	Know how to follow disciplinary procedures	H/600/9691	4	4	20
28	D15	Managing grievance procedures	K/600/9692	3	4	10
29	D16	Support the management of redundancies in own area of responsibility	M/600/9693	3	4	15
30	E6	Develop and implement a risk assessment plan in own area of responsibility	L/600/9703	6	4	20
31	E8	Manage physical resources	K/600/9711	3	4	25

32	E9	Manage the environmental impact of work activities	M/600/9712	5	4	10
33	E16	Manage a tendering process	H/600/9738	4	4	20
34	F1	Plan and manage a project	J/600/9750	8	4	30
35	F4	Develop and implement marketing plans	K/600/9790	6	4	25
36	F9	Analyse the market in which your organisation operates	M/600/9791	5	4	25
37	F11	Manage the achievement of customer satisfaction	A/600/9793	5	4	25
38	F14	Prepare for and support quality audits	Y/600/9798	4	4	20
39	B2	Inform strategic decision-making	D/600/9592	7	6	40
40	B9	Support the culture of an organisation	M/600/9614	5	6	30
41	C3	Lead innovation within an organisation	D/600/9642	10	6	40
42	E1	Manage a budget for own area or activity of work	A/600/9695	7	5	30
43	E17	Outsource organisational processes	T/600/9744	8	6	40
44	F2	Manage a programme of complementary projects	K/600/9756	8	6	30

OCR Level 7 NVQ Diploma in Management

(Qualification Accreditation Number 501/0500/0)

To achieve this qualification, candidates must achieve a total of 45 credits made up as follows:

27 Credits from mandatory Group A
18 credits from the optional Group B.

The following table contains the groups of mandatory and optional units.

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
Group A (Mandatory)						
1	B3	Develop a strategic business plan	H/600/9593	8	7	20
2	B7	Develop strategic direction and leadership	J/600/9604	10	7	40
3	C4	Lead change in an organisation	L/600/9653	9	7	35
Group B (Optional)						
4	B4	Put a strategic business plan into action	F/600/9598	8	7	40
5	B8a	Establish policies and procedures	R/600/9606	8	7	35
6	D4	Plan an organisation's workforce	J/600/9666	9	7	35
7	E3	Obtain additional finance for an organisation	R/600/9699	10	7	40
8	E13	Promote knowledge management across an organisation	J/600/9733	7	7	30
9	F13	Manage quality systems	L/600/9796	10	7	40
10	F3a	Design and manage the business processes	A/600/9762	6	7	30
11	F12	Improve organisational performance	J/600/9795	10	7	40
12	B2	Inform strategic decision-making	D/600/9592	7	6	40
13	B9	Support the culture of an organisation	M/600/9614	5	6	30
14	C3	Lead innovation within an organisation	D/600/9642	10	6	40
15	E1	Manage a budget for own area or activity of work	A/600/9695	7	5	30
16	E17	Outsource organisational processes	T/600/9744	8	6	40
17	F2	Manage a programme of complementary projects	K/600/9756	8	6	30