

MODERN APPRENTICESHIP PROGRAMME



MANAGEMENT SCQF LEVEL 9

All companies, large and small, rely on efficient Management. Without effective leadership and management no company can progress and expand to meet their business objectives.

R T Resources in conjunction with the Scottish Qualifications Authority (SQA) and the Chartered Institute of Management, can offer a Modern Apprenticeship (MA) in Management at SCQF Level 9 while you are working.

The SVQ Level 4 in Management is applicable across all business sectors and organisations and is aimed at individuals looking to **develop knowledge and skills in order to boost career opportunities.**



All candidates must produce evidence from the workplace to meet the requirements of these management standards.

The qualification consists of 4 Mandatory Units and 4 Optional Units. Optional Units should be selected to best fit your area of management and expertise. Your Assessor will be able to offer advice on this.

You will also be required to undertake 2 units from Career Skills.



MANAGEMENT SCQF LEVEL 9

UNITS - 8 units to be chosen in total & 2 career skills



Mandatory Units

- Develop Operational Plans
- Provide Leadership in your Area of Responsibility
- Develop and Sustain Productive Working Relationships with stakeholders
- Manage Business Processes

Optional Units

- Develop your knowledge, skills and competence
- Develop and maintain your professional networks
- Ensure compliance with legal, regulatory, ethical and social requirements
- Plan change
- Implement change
- Promote equality of opportunity, diversity and inclusion
- Recruit, select and retain people
- Manage people's performance at work
- Support individuals' learning and development
- Build teams
- Manage conflict in teams
- Lead meetings to achieve objectives
- Coach individuals
- Initiate and follow disciplinary procedures
- Initiate and follow grievance procedures
- Manage the use of financial resources
- Manage redundancies
- Obtain finance from external sources
- Use information to take effective decisions
- Provide healthy, safe, secure and productive working environments and practices
- Manage projects

Optional Units contd...

- Manage physical resources
- Manage the environmental and social impacts of your work
- Prepare for and participate in quality audits
- Develop, maintain and evaluate business continuity plans and arrangements
- Identify and evaluate opportunities for innovation and improvement
- Manage corporate social responsibility (CSR)
- Engage people in change
- Evaluate change
- Manage the redeployment of people
- Manage flexible working
- Manage conflict in the broader work environment
- Identify and justify requirements for financial resources
- Decide whether to produce or buy in products and/or services
- Manage programmes
- Plan and monitor the work of sales teams

It is important units selected reflect your job role in order to gain as much evidence as possible. Your Assessor will be able to advise on this. Contact us to find out more.



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UNITS - 8 units to be chosen in total & 2 career skills



Optional Units contd...

- Plan and monitor the work of sales teams
- Manage knowledge in your area of responsibility
- Procure products and/or services
- Select suppliers through a tendering process
- Outsource business processes
- Develop marketing plans
- Implement marketing plans
- Develop understanding of your markets and customers
- Deliver products and services to customers
- Manage quality assurance systems
- Carry out quality audits
- Manage the development of products and services
- Manage the marketing of products and services
- Bid for contracts
- Manage quality audits
- Support remote/virtual teams
- Sell products and services
- Obtain physical resources
- Implement operational plans

Career Skills:

- Build and sustain collaborative relationships with other organisations
- Develop a strategic business plan for your organisation
- Ensure an effective organisational approach to health and safety
- Improve organisational performance
- Manage risk
- Promote equality of opportunity, diversity and inclusion in your organisation
- Promote knowledge management in your organisation
- Promote the use of technology within your organisation
- Provide leadership for your organisation

Career Skills contd.:

- Manage the development and marketing of products/services in your area of responsibility
- Put the strategic business plan into action
- Develop and implement marketing plans for your area of responsibility
- Encourage innovation in your area of responsibility
- Lead change
- Manage business processes
- Manage knowledge in your area of responsibility
- Plan change
- Recruit, select and keep colleagues
- Develop and implement operational plans for your area of responsibility
- Implement change
- Manage finance for your area of responsibility
- Manage physical resources
- Manage the environmental impact of your work
- Promote equality of opportunity, diversity and inclusion in your area of responsibility
- Provide leadership in your area of responsibility
- Allocate and monitor the progress and quality of work in your area of responsibility
- Build and manage teams
- Communicate information and knowledge
- Ensure health and safety requirements are met in your area of responsibility
- Manage your own resources and professional development
- Provide leadership for your team