

# MODERN APPRENTICESHIP PROGRAMME



**RT Resources Ltd**  
Delivering Qualifications in the Workplace



## MANAGEMENT SCQF LEVEL 7

**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 7 while you are working.

The SVQ Level 3 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 3 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.



## MANAGEMENT SCQF LEVEL 7

### UNITS - 7 units to be chosen in total



#### Mandatory Units

- Manage your own Resources and Professional Development
- Provide Leadership for your Team
- Allocate and Monitor the Progress and Quality of Work in your area of Responsibility
- Ensure Health and Safety Requirements are met in your area of Responsibility.

#### Optional Units

- Develop and Implement Operational Plans for your Area of Responsibility
- Promote Equality of Opportunity, Diversity and Inclusion in your area of Responsibility
- Encourage Innovation in your Team
- Plan Change
- Implement Change
- Develop Productive Working Relationships with Colleagues
- Recruit, Select and Keep Colleagues
- Provide Learning Opportunities for Colleagues
- Help Team Members Address Problems Affecting their Performance
- Build and Manage Teams
- Reduce and Manage Conflict in your Team
- Lead Meetings
- Support Individuals to Develop and Maintain their Performance
- Initiate and Follow Disciplinary Procedure
- Initiate and Follow Grievance Procedure
- Manage a Budget
- Manage Finance for your Area of Responsibility
- Manage Physical Resources
- Manage the Environmental Impact of your Work
- Take Effective Decisions

#### Optional Units contd...

- Communicate Information and Knowledge
- Manage a Project
- Monitor and Solve Customer Service Problems
- Work with Others to Improve Customer Service
- Prepare for and Participate in Quality Audits
- Manage the Delivery of Customer Service in your Area of Responsibility
- Manage corporate social responsibility (CSR)
- Evaluate change
- Induct individuals into their roles
- Manage the redeployment of people
- Manage flexible working
- Promote staff wellbeing
- Mentor individuals
- Develop and sustain collaborative relationships with other departments
- Manage quality audits

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.