

MODERN APPRENTICESHIP PROGRAMME



RT Resources Ltd
Delivering Qualifications in the Workplace



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 7 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.



MANAGEMENT SCQF LEVEL 9

UNITS - 8 units to be chosen in total



Mandatory Units

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

Optional Units

- Manage your own Resources and Professional Development
- Develop your Personal Networks
- Ensure Compliance with Legal, Regulatory, Ethical and
- Promote Equality of Opportunity, Diversity and Inclusion in your area of responsibility
- Encourage Innovation in your Area of Responsibility
- Lead Change
- Plan Change
- Implement Change
- Recruit, Select and Keep Colleagues
- Allocate and Monitor the Progress and Quality of Work in your area of responsibility
- Provide Learning Opportunities for Colleagues
- 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

Optional Units contd...

- Manage Finance for your Area of Responsibility
- Ensure Health and Safety Requirements are met in your area of responsibility
- Manage Physical Resources
- Manage a Project
- Manage a Programme of Complementary Projects
- Manage the Achievement of Customer Satisfaction
- Manage Quality Systems
- Prepare for and Participate in Quality Audits
- Carry Out Quality Audits
- Develop, maintain and evaluate business continuity plans
- Manage corporate social responsibility (CSR)
- Identify and evaluate opportunities for innovation and improvement
- 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 products and/or services
- Plan and monitor the work of sales teams
- Bid for contracts
- 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.