



## THE MODERN APPRENTICESHIP IN MANAGEMENT FRAMEWORK

To achieve this qualification the candidate must complete the following

**SVQ/NVQ LEVEL 3** in Management

<b>CORE SKILLS</b>		
	Communication	SCQF 5
	Numeracy	SCQF 4
	Information Technology	SCQF 4
	Working with Others	SCQF 5
	Problem Solving	SCQF 5

### ADDITIONAL REQUIREMENTS

One of the following must be achieved;

A minimum of one core skill at a higher level

A minimum of one unit from an SVQ at level 3 or above relevant to your job role

A minimum of one additional unit from a management SVQ at level 3 or higher





## NVQ/SVQ in Management Level 3

*This award accredits first line managers or supervisors with limited decision-making and budget-management opportunities and tightly defined areas of responsibility, such as allocating work and using resources to achieve results. Core units include maintaining activities, supporting efficient resource use, handling information, creating effective working relationships and self management.*

### Unit Titles

Candidates must successfully complete a total of **seven** units in all.

### Mandatory Units:

Candidates must achieve **all** of the following units:

A2	DR67 04	Manage your own resources and professional development
B5	FM4J 04	Provide leadership for your Team
D6	FD3K 04	Allocate and monitor the progress and quality of work in your area of responsibility
E6	DR52 04	Ensure Health and Safety requirements are met in your area of responsibility

### Optional Units:

Candidates must achieve **three** of the following units:

B1	DR47 04	Develop and implement operational plans for your area of responsibility
B11	FM4L 04	Promote equality of opportunity, diversity and inclusion in your area of responsibility
C1	FM4N 04	Encourage innovation in your team
C5	FM4W 04	Plan change
C6	FM4X 04	Implement change
D1	FE3H 04	Develop productive working relationships with colleagues
D3	FM4Y 04	Recruit, select and keep colleagues
D7	FM53 04	Provide learning opportunities for colleagues
D8	F2GX 04	Help team members address problems affecting their performance
D9	FD3L 04	Build and manage teams
D10	FM55 04	Reduce and manage conflict in your team
D11	F2H2 04	Lead meetings
D13	FM56 04	Support individuals to develop and maintain their performance
D14	FM57 04	Initiate and follow disciplinary procedure
D15	FM58 04	Initiate and follow grievance procedure
E1	DR5F 04	Manage a budget
E2	DR5T 04	Manage finance for your area of responsibility
E8	FM5F 04	Manage physical resources
E9	F2H3 04	Manage the environmental impact of your work
E10	F2H4 04	Take effective decisions
E11	F2H5 04	Communicate information and knowledge
F1	DR5J 04	Manage a project
F6	FM5V 04	Monitor and solve customer service problems
F8	FM5X 04	Work with others to improve customer service
F14	FM5Y 04	Prepare for and participate in quality audits

F17	FM62 04	Manage the delivery of customer service in your area of responsibility
F18	FM63 04	Prepare sales proposals and deliver sales presentations
F19	FM64 04	Sell products/services to customers