



MA in Management at SCQF Level 7

To achieve the SVQ in Management at SCQF Level 7 you must complete seven units.

All four of the Mandatory Units must be achieved.

Three Optional Units must also be achieved.

To achieve the MA, certification for two Core Skills at SCQF Level 5 is required.

Certification for an enhancement unit from a Level 3 SVQ may also be required.

Mandatory Units

Candidates must complete all four of these units:

- Develop Your Knowledge, Skills and Competence
- Lead Your Team
- Manage Peoples' Performance at Work
- Provide Healthy, Safe, Secure and Productive Working Environments and Practices

Optional Units

Candidates must complete three units from the Group below.

- Develop Operational Plans
- Promote Equality of Opportunity, Diversity and Inclusion
- Implement Change
- Develop and Sustain Productive Working Relationships with Colleagues
- Recruit, Select and Retain People
- Support Individuals' Learning and Development
- Help Individuals Address Problems Affecting Their Performance
- Build Teams
- Manage Conflict in Teams
- Lead Meetings to Achieve Objectives
- Coach Individuals
- Initiate and Follow Disciplinary Procedures
- Initiate and Follow Grievance Procedures
- Manage Budgets
- Manage the Use of Financial Resources
- Manage Physical Resources
- Manage the Environmental and Social Impacts of Your Work
- Use Information to Take Effective Decisions
- Communicate Information and Knowledge
- Manage Projects
- Prepare for and Participate in Quality Audits
- Manage Customer Service
- Manage Corporate Social Responsibility (CSR)
- Evaluate Change
- Induct Individuals into their Roles
- Manage the Redeployment of People





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- Manage Flexible Working
- Promote Staff Wellbeing
- Mentor Individuals
- Manage Quality Audits
- Sell Products and Services
- Develop and Sustain Collaborative Relationships with Other Departments
- Monitor and Solve Customer Service Problems
- Work with Others to Improve Customer Service
- Obtain Physical Resources
- Implement Operational Plans

Enhancement Unit

One of the enhancements shown below must be achieved for the MA in Management at SCQF Level 7:

- One Core Skill at SCQF Level 6
- One additional unit from any SVQ at Level 3 or above relevant to the Apprentice's job role
- One additional unit from the Management SVQ at Level 3

The Enhancement unit must be separately assessed and certified.

Core Skills

The Core Skills shown below must be achieved for the Management MA at SCQF Level 7:

- | | |
|--|--------------|
| • Numeracy | SCQF Level 5 |
| • Information and Communication Technology | SCQF Level 5 |

The Core Skills units must be separately assessed and certified.

