

Technical Apprenticeship in Management SCQF Level 9

To achieve the SVQ in Management at SCQF Level 9 you must complete eight units.

All four of the Mandatory Units must be achieved.

Four Optional Units must also be achieved.

To achieve the Technical Apprenticeship in Management at SCQF 9, Certification for enhancement units from an approved list of Career Skills Units is also required.

Mandatory Units

Candidates must complete all four of these units:

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

Optional Units

Candidates must complete four units from the Group shown below:

- 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 Peoples' 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
- 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)



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- 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
- 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

Enhancement Units

Career Skills Units for Technical Apprenticeships

Technical Apprentices should complete Career Skills units at SCQF Level 7 or above and achieve a minimum of 15 Credits in total.

The Career Skills units selected must not duplicate any of the units undertaken as part of the mandatory qualification.

The enhancement units must be separately assessed and certified.

