



Management

Qualification

Management Modern Apprenticeship (MA)

These qualifications are awarded by the Scottish Qualifications Authority on behalf of the lead body, the Management Charter Initiative. The Management MA incorporates a Scottish Vocational Qualification (SVQ) at either Level 3 or 4 depending on the candidates' experience. The suitability of candidates to undertake Level 3 or 4 is detailed below.

Candidate Suitability

SVQ Level 3

This qualification is designed for practising managers/supervisors who may have a tightly defined area of responsibility and whose role should incorporate:

- Opportunities for taking decisions and managing budgets
- Responsibility for achieving specific results by using resources effectively
- A degree of delegation
- Responsibility for the allocation of work to team members, colleagues or contractors

SVQ Level 4

This qualification is designed for practising managers, whose role should incorporate:

- Controlling financial budgets
- Responsibility for achieving specific results by using resources effectively
- Contributing to broader activities such as change or improvement programmes and recruitment
- Carrying out policy in defined areas of authority
- Responsibility for the allocation of work to team members, colleagues or contractors

Evidence Requirements

In order to comply with the requirements of this qualification, you will need to show your assessor how you meet the requirements of each particular section of your award. Each statement or report has to be supported by documentation or other evidence. Examples of the types of evidence with which you will build your portfolio include:

- CV, Job description, appraisals, copies of certificates and qualifications
- Testimonials from employers and colleagues
- Evidence of competence, such as:
 - Copies of work you have done (preferably word processed but not essential)
 - Knowledge of all health, safety, security and industry related regulations for your company
 - Correspondence, reports, analysis or records
 - Budgetary input, including memos, purchase orders, ledgers or Business Plan extract

Assessment Process and Duration

After identifying the appropriate national standards for the candidate, the appointed assessor will support the candidate in collecting sufficient appropriate evidence. Having collected this evidence the assessor will ensure that the required standards have been attained. Evidence gathering will take the form of visual observations and collection of short reports and testimonies completed by the candidate to demonstrate their practical competency against national standards.

This qualification is expected to be achieved over eighteen months, although this may be achieved quicker dependant upon the candidate and the opportunities to gather evidence. Candidates will receive a workplace visit from a Rewards assessor on a regular basis at a pre-arranged time and date. The visit will usually last between one and two hours, although this can be extended or shortened as the situation dictates.

There will always be a certain amount of flexibility during the course and Rewards will adapt the course timetable according to your needs and those of your company.

Objectives

Candidate Objectives:

- To gain a nationally recognised award for competence in Management in the workplace
- To increase job satisfaction and provide an incentive to develop skills further
- To develop valuable up-to-date, transferable skills
- To provide a clear path for career development

Organisational Objectives:

- To gain a more qualified and competent workforce
- To improve the cost effectiveness and efficiency of training and development
- To assist with recruitment and reduce staff turnover
- To assist in evaluation of learning programmes, appraisals and more generally with Investors In People standards
- To identify employees' competence (and gaps in skills and knowledge)
- To assist with the audit of workforce skills and identify training needs
- To provide solid foundations for future training programmes or self-development

Rewards

Rewards have delivered training for over ten years and have excellent candidate achievement rates whilst enjoying close links with various Local Enterprise Companies.

For Further Information Please Contact:

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