

# Management and Leadership Qualifications

---

There are a large number of different types of management and leadership qualifications within the UK. Amongst these there are three types that relate to the management and leadership standards, National Vocational Qualifications (NVQs), Scottish Vocational Qualifications (SVQs) and Vocationally Related Qualifications (VRQs).

## **NVQs and SVQs – What are they?**

- ***NVQs and SVQs are work-related, competence based qualifications***
- ***NVQs and SVQs reflect the skills and knowledge needed to do a job effectively;***
- ***NVQs and SVQs represent national standards recognised by employers throughout the country;***

If you have a NVQ or SVQ it shows that you can do the work for which it has been awarded to national standards. It means you are competent in this kind of work.

NVQs and SVQs are qualifications for work and show you can actually do a job, and not simply that you know how to do it in theory.

They are made up of units which describe the skills and knowledge needed to do a job effectively.

## **VRQs – What are they?**

Like NVQs and SVQs they are based on the national occupational standards for management and leadership but differ from NVQs and SVQs in that they are taught courses which deliver the knowledge and understanding found in the standards.

For each level of management there will be a number of VRQs available from the nationally accredited management awarding bodies.

## **Further Information**

If you are interested in undertaking a management and leadership qualification you should contact one of the nationally accredited management awarding bodies whose contact details can be found at: **["http://www.management-standards.org/content\\_1.aspx?id=10:2410&id=10:2000"](http://www.management-standards.org/content_1.aspx?id=10:2410&id=10:2000)**. They will be able to offer advice on the type of qualifications they offer and which training providers in your area offer them.

If you are interested in S/NVQs in management the qualifications structure for these awards can be seen below.

Management S/NVQ Qualification Structures  
Accredited February 2005 (Updated September 2007)

**Level 2 NVQ/SVQ in Team Leading**

Candidates will need to complete four mandatory units and two optional units (from a choice of 7) in order to achieve the full qualification

**Mandatory**

- A1. Manage your own resources
- B5. Provide leadership for your team
- D1. Develop productive working relationships with colleagues
- E5. Ensure your own action reduce risks to health and safety

**Optional**

- C1. Encourage innovation in your team
- D5. Allocate and check work in your team
- D7. Provide learning opportunities for colleagues
- D8. Help team members address problems affecting their performance
- D12. Participate in meetings
- F5. Resolve customer service problems
- F7. Support customer service improvements

**Level 3 NVQ/SVQ in Management**

Candidates will need to complete four mandatory units and three optional units (from a choice of 18) in order to achieve the full qualification

**Mandatory**

- A2. Manage your own resources and professional development
- B6. Provide leadership in your area of responsibility
- D6. Allocate and monitor the progress

and quality of work in your area of responsibility

- E6. Ensure health and safety requirements are met in your area of responsibility

**Optional**

- B11. Promote equality of opportunity and diversity in your area of responsibility
- C2. Encourage innovation in your area of responsibility
- C5. Plan change
- C6. Implement change
- D1. Develop productive working relationships with colleagues
- D3. Recruit, select and keep colleagues
- D7. Provide learning opportunities for colleagues
- D8. Help team members address problems affecting their performance
- D9. Build and manage teams
- D11. Lead meetings
- D12. Participate in meetings
- E1. Manage a budget

- E9. Manage the environmental impact of your work

- E10. Take effective decisions

- E11. Communicate information and knowledge

- F1. Manage a project

- F6. Monitor and solve customer service problems

- F8. Work with others to improve customer service

**Level 4 NVQ/SVQ in Management**

Candidates will need to complete five mandatory units and three optional units (from a choice of 22) in order to achieve the full qualification

**Mandatory**

- B1. Develop and implement operational plans for your area of responsibility
- C2. Encourage innovation in your area of responsibility
- D2. Develop productive working relationships with colleagues and stakeholders
- E6. Ensure health and safety requirements are met in your area of responsibility
- F3. Manage business processes

**Optional**

- A2. Manage your own resources and professional development
- A3. Develop your personal networks
- B6. Provide leadership in your area of responsibility
- B8. Ensure compliance with legal, regulatory, ethical and social requirements
- B11. Promote equality of opportunity and diversity in your area of responsibility
- C4. Lead change
- C5. Plan change
- C6. Implement change
- D3. Recruit, select and keep colleagues
- D6. Allocate and monitor the progress and quality of work in your area of responsibility
- D7. Provide learning opportunities for colleagues

- D10. Reduce and manage conflict in your team

- D11. Lead meetings

- E2. Manage finance for your area of responsibility

- E8. Manage physical resources

- E9. Manage the environmental impact of your work

- E10. Take effective decisions

- F1. Manage a project

- F2. Manage a programme of complementary projects

- F8. Work with others to improve customer service

- F9. Build your organisation's understanding of its market and customers

- F11. Manage the achievement of customer satisfaction

**Level 5 NVQ/SVQ in Management**

Candidates will need to complete four mandatory units and three optional units (from a choice of 21) in order to achieve the full qualification

**Mandatory**

- B7. Provide leadership for your organisation
- C3. Encourage innovation in your organisation
- E7. Ensure an effective organisational approach to health and safety
- F12. Improve organisational performance

**Optional**

- A2. Manage your own resources and professional development
  - A3. Develop your personal networks
- (continued overleaf)

- B2. Map the environment in which your organisation operates
- B3. Develop a strategic business plan for your organisation
- B4. Put the strategic business plan into action
- B8. Ensure compliance with legal, regulatory, ethical and social requirements
- B9. Develop the culture of your organisation
- B10. Manage risk
- B12. Promote equality of opportunity and diversity in your organisation
- C4. Lead change
- C5. Plan change
- C6. Implement change
- D2. Develop productive working relationships with colleagues and stakeholders
- D4. Plan the workforce
- D7. Provide learning opportunities for colleagues
- E3. Obtain additional finance for the organisation
- E4. Promote the use of technology within your organisation
- F2. Manage a programme of complementary projects
- F4. Develop and review a framework for marketing
- F9. Build your organisation's understanding of its market and customers
- F10. Develop a customer focussed organisation

### Management Standards Centre

The Management Standards Centre (MSC) is the Government recognised standards setting body for the management and leadership areas.

Upgrading the skills of managers is fundamental to the government's aim to raise UK productivity and competitiveness. The MSC was responsible for developing a new set of National Occupational Standards (NOS) for management and leadership in May 2004. They describe the level of performance expected in employment for a range of management and leadership functions/activities.

As an employer led organisation which champions management and leadership the MSC is working with the Skills for Business

Network to identify and address the skills gaps and shortages on a sector by sector basis thereby contributing to the profitability of the UK.

### Our vision

To create a UK partnership of employers and other key stakeholders to lead the professional development of all those working in the field of management and leadership.

### Our mission

To fulfill the needs of employers by developing a skilled management workforce through promoting our nationally recognised set of standards and qualifications which have full employer relevance and 'ownership'.



### The Management Standards Centre

T: 020 7240 2826

E: [management.standards@managers.org.uk](mailto:management.standards@managers.org.uk)

W: [www.management-standards.org](http://www.management-standards.org)

The Management Standards Centre is an organisation within the Chartered Management Institute



*inspiring leaders*