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”.
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.
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
C5. Plan change
C6. Implement change
D2. Develop productive working relationships with colleagues and stakeholders
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
B2. Encourage innovation in your area of responsibility
C2. Encourage innovation in your area of responsibility
C5. Plan change
C6. Implement change
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

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’.

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