



### How do I find out more?

SVQs in Management are awarded by the Scottish Qualifications Authority in partnership with the Management Standards Centre (MSC) and the Chartered Management Institute (CMI).

If you'd like to know more about the SVQs, please telephone our Customer Contact Centre for advice:

**0845 279 1000**

Visit the SVQ Management subject page on our website:

**[www.sqa.org.uk](http://www.sqa.org.uk)**

# SVQs in Management and Team Leading



Customer Contact Centre  
T: 0845 279 1000 E: [customer@sqa.org.uk](mailto:customer@sqa.org.uk) W: [www.sqa.org.uk](http://www.sqa.org.uk)  
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Whatever your business, the business of management is changing – in every sector of the economy.

The keywords used now for the way organisations are structured and run are 'flexibility' and 'empowerment' – flatter, more fluid structures are more suited to the needs of a constantly changing economic environment. Less rigidity, though, does not necessarily make the manager's life any easier.

A good manager, in today's environment, needs many different skills, all directly related to that all-important goal of management – quality. The quality of goods and services, and the quality of your people, are what counts, and the place it counts is on the bottom line – it's all about the way organisations are managed.

SVQ



This is where SVQs can help. Having an SVQ is a guarantee that a person has the skills and knowledge they need to do their job. The SVQs in Management:

- are based on the latest National Occupational Standards for management and leadership
- equip managers with the skills and knowledge they need to do their job competently
- prove to staff and public alike that managers are working to national standards of competence

These are some of the benefits you can expect to see when managers take up SVQs:

- knowing that managers are aware of the latest techniques for getting the most out of resources
- more scope for initiatives and problem solving in work teams
- greater responsiveness to customers' needs
- more opportunities for team-working involving all staff
- improving quality of products and services
- better cohesion and commitment

These are some of the benefits to managers themselves:

- wide recognition of their skills and achievements – throughout the UK, Europe and beyond
- well-structured opportunities to improve skills and career prospects
- greatly enhanced job satisfaction



## The SVQs

### Team Leading level 2 (G81V22)

For those managers who are in their first managerial role and/or have a limited area of control. They are also likely to have a tightly defined area of responsibility.

### Management level 3 (G81T23)

For managers with some responsibility for managing resources, allocating work to others and ensuring health and safety requirements are met.

### Management level 4 (G81R24)

For managers whose responsibilities include implementing operational plans, allocating work to others, achieving results and ensuring health and safety requirements are met.

### Management level 5 (G82O25)

For practising managers who have responsibility for substantial programmes and resources and who may be able to influence the strategic development of the organisation. It also covers encouraging innovation, providing direction, motivating and supporting staff to achieve organisational objectives, implementing change and ensuring an effective organisational approach to health and safety.