

Our ref: HN Mngt update08/MS

16 October 2008

SQA Co-ordinators, HN Management Approved Centres

(cc Members of QST for HN Management)

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Dear SQA Co-ordinator

HN Management Awards – Update letter October 2008

I write to advise you of recent key developments and updates in HN Management Awards.

Updated HN Management Group Award structures:

- The Qualifications Support Team (QST) for Management recently agreed to the addition of optional Units to the HNC and PDA Diploma in Management. The revised structures are at Appendix 1 of this letter and can be downloaded from the HN Management subject page of the SQA website (<http://www.sqa.org.uk/sqa/26272.html>).
- SQA has produced a small stock of 'aide memoir cards' showing the new structures, which centres may find useful when promoting the Management awards. Please contact Margo Sykes if you wish to request some of these cards.

Amendments to Units:

- The optional Unit, Statistics for Business has been revised and allocated the new code number DE3M35
- The QST for Management recently agreed to amend the support notes for the following Project Management Units:
 - Project Management: Project Justification and Planning (DV5H35)
 - Project Management: Managing Implementation of a Project (DV5J35)

The revisions (which can be found in the section entitled 'Guidance on the content and context of this Unit') widen guidance from the use of HM Treasury Green Book to include advice on developing appropriate justification templates and ideas for relevant projects. By end of October 2008, the Units specifications will show these amendments as 'history of changes' with their code numbers remaining unchanged.

HNC Management Graded Unit 1 (DW2X34) - Verification Arrangements for 2009:

It is confirmed that verification of the HNC Management Graded Unit in 2009 will be **visiting verification** arrangements. A formal letter outlining arrangements will be issued soon by SQA Assessment Standards team. However centres should note that if they are selected for visiting verification, these visits will take place between March and May 2009 and verifiers

will be looking at stages 1 and 2 (ie the Planning and Development stages) of the Graded Unit.

Update on Support Materials:

There is now a wide range of support materials and assessment exemplars available for the HN Management Awards, with further support materials in production for the PDA Diploma in Management. Information on this can be found at Appendix 2 and on the SQA website.

Development of a suite of PDAs in Management

SQA is currently developing a suite of small, flexible PDAs in Management (eg consisting of 2 or 3 credits). The main aims of this suite of awards are to:

- provide opportunities for candidates to develop skills and knowledge in key management areas, which lead to qualifications without having to undertake full HNC/Diploma awards
- allow candidates progression opportunities in Management from SCQF level 6 to level 9 (and beyond)

The current situation is:

- A proposed PDA in Management at SCQF level 6 aimed at new or aspiring managers is due for validation in November 2008 and consists of two new Units:
 - Managing Self and Resources (F3XP33)
 - Working in a Team (F3XR33)Assessment exemplars for these Units are also currently in production.
- A suite of small, flexible PDAs in Management at SQCF level 7 and above, consisting of Units already available (and support materials already produced) is being considered. A Qualifications Design Team (QDT) has been established and consultation with stakeholders on the proposed PDAs is about to start. It is anticipated that, with industry support, this suite of PDAs will be available by March 2009. If you would like to get involved in the development of this suite of PDAs, please contact me as soon as possible.

HN Management page of the SQA website:

SQA is increasingly using its website to provide updated information and developments for centres, candidates and employers. Please save the HN Management page as one of your favourites - you can use the following link:

http://www.sqa.org.uk/sqa/controller?p_service=Content.show&p_applic=CCC§or=26269&pContentID=26270

If you would like more information on any of these developments, please contact me or Elaine Snell (email: elaine.snell@sqa.org.uk or direct line: 0845 213 5440).

Yours sincerely



Margo Sykes
Qualification Officer

HH Management - Revised Group Award Structures

HNC in Management (G85M 15)

Mandatory Units — 9 credits required	Unit code	SCQF Credit Points	SCQF level	Credit value
Management: Developing Self Management Skills	DV86 34	8	7	1
Management: Leadership at Work	DV88 34	8	7	1
Management: Plan, Lead and Implement Change	DV8C 35	8	8	1
Managing and Working with People	DV82 34	16	7	2
Manage Operational Resources	DV7X 34	16	7	2
Creating a Culture of Customer Care	DJ42 34	8	7	1
Management: Graded Unit 1	DW2X 34	8	7	1

Optional Units — 3 credits required	Unit code	SCQF Credit Points	SCQF level	Credit value
Workplace Communication in English	DE1K 33	8	6	1
Business Law: An Introduction	DE3E 34	8	7	1
Individual Employment Relations: Law	DN75 34	8	7	1
Managing Knowledge	DV85 34	8	7	1
Management: Managing Financial Resources	DV89 34	8	7	1
Supply Chain Management: An Introduction	DL5G 34	8	7	1
Health and Safety Legislation: An Introduction	DF87 34	8	7	1
Managing Information	DV84 34	8	7	1
Marketing: An Introduction	DE3C 34	8	7	1
Human Resource Management: Introduction	DN78 34	8	7	1
Economic Issues: An Introduction	DE3A 34	8	7	1
Management of Quality	DW6G34	16	7	2
Preparing Financial Forecasts	DE3J 35	8	8	1
Project Management: Project Justification and Planning	DV5H 35	8	8	1
Project Management: Managing the Implementation of a Project	DV5J 35	16	8	2
Project Management: Managing Multiple Projects	F1F136	8	9	1
Statistics for Business	DE3M 35	8	8	1

HNC in Management (G85M 15) (cont)

Optional Units — 3 credits required	Unit code	SCQF Credit Points	SCQF level	Credit value
Marketing Planning for a Domestic Market	DG6P 35	16	8	2
Supply Chain Management: Tactics and Techniques	DL5M 36	8	9	1
Contemporary Policing	F0EA35	8	8	1
Professional Ethics in Policing	F0EF35	16	8	2
Criminal Justice System in Scotland	F0EB35	8	8	1
Organisational Management	F0EG35	24	8	3
Public Sector: An Introduction	F3HN34	8	7	1
Public Sector Financial Management	F3HL34	16	7	2
Management and Leadership in the Public Sector	F3HM35	8	8	1

Total Credits Required for the HNC in Management — 12

NOTE: For candidates articulating to the Diploma in Management please refer to selection criteria of Units in the Diploma structure.

Diploma in Management (G85Y 16)

Mandatory Units — 13 credits required	Unit Code	SCQF Credit Points	SCQF level	Credit value
Management: Developing Self Management Skills	DV86 34	8	7	1
Management: Leadership at Work	DV88 34	8	7	1
Management: Plan, Lead and Implement Change	DV8C 35	8	8	1
Managing and Working with People	DV82 34	16	7	2
Manage Operational Resources	DV7X 34	16	7	2
Creating a Culture of Customer Care	DJ42 34	8	7	1
Management: Graded Unit 1	DW2X 34	8	7	1
Management: Organisational Leadership and Development	DV8A 36	8	9	1
Management: Develop Strategic Plans	DV87 36	8	9	1
Management: Strategic Change	DV7W 36	8	9	1
Management Research	DV81 36	8	9	1

Optional Units Group ‘A’ — candidates can select a maximum of 2 credits from this group	Unit Code	SCQF Credit Points	SCQF level	Credit value
Workplace Communication in English	DE1K 33	8	6	1
Business Law: An Introduction	DE3E 34	8	7	1
Individual Employment Relations: Law	DN75 34	8	7	1
Managing Knowledge	DV85 34	8	7	1
Management: Managing Financial Resources	DV89 34	8	7	1
Supply Chain Management: An Introduction	DL5G 34	8	7	1
Health and Safety Legislation: An Introduction	DF87 34	8	7	1
Managing Information	DV84 34	8	7	1
Marketing: An Introduction	DE3C 34	8	7	1
Human Resource Management: Introduction	DN78 34	8	7	1
Economic Issues: An Introduction	DE3A 34	8	7	1
Management of Quality	DW6G34	16	7	2
Public Sector: An Introduction	F3HN34	8	7	1
Public Sector Financial Management	F3HL34	16	7	2

Diploma in Management (G85Y 16) (cont)

Optional Units Group 'B' — candidates must select a minimum of 3 credits from this group	Unit Code	SCQF Credit Points	SCQF level	Credit value
Human Resource Management: Employee Relationship Management	DN7E 35	8	8	1
Collective Employment Relations: Practice	DN7C 35	16	8	2
Preparing Financial Forecasts	DE3J 35	8	8	1
Project Management: Project Justification and Planning	DV5H 35	8	8	1
Project Management: Managing the Implementation of a Project	DV5J 35	16	8	2
Project Management: Managing Multiple Projects	F1F136	8	9	1
Statistics for Business	DE3M 35	8	8	1
Marketing Planning for a Domestic Market	DG6P 35	16	8	2
Human Resource Management: Performance Management	DN7J 35	8	8	1
Managing Organisational Risks	DV7Y 36	8	9	1
Managing in a Global Environment	DV83 36	8	9	1
Management: Organisational Innovation	DV80 36	8	9	1
Supply Chain Management: Tactics and Techniques	DL5M 36	8	9	1
Contemporary Policing	F0EA35	8	8	1
Professional Ethics in Policing	F0EF35	16	8	2
Criminal Justice System in Scotland	F0EB35	8	8	1
Organisational Management	F0EG35	24	8	3
Management and Leadership in the Public Sector	F3HM35	8	8	1

Total credits required for the Diploma in Management - 18

To achieve the Diploma Management award candidates must select no more than two optional Credits from the Group 'A' Units (SCQF level 6/7) and a minimum of 3 credits from the Group 'B' Units (SCQF level 8/9).

NOTE: It is intended to include public sector Units in the optional component of the awards when the revised Units become available.



The shaded boxes show the mandatory Units that are common to the HNC in Management.

HN Management Support Materials

Appendix 2

Exemplars available on SQA secure website:

1. Management: Developing Self Management Skills DV8634
2. Management: Leadership at Work DV8834
3. Management: Plan, Lead and Implement Change DV8C35
4. Management: Plan, Lead and Implement Change DV8C35 Exemplar 2
5. Managing and Working with People: DV8234
6. Manage Operational Resources DV7X34
7. Creating a Culture of Customer Change DJ4234
8. Management: Graded Unit 1 DW2X34
9. Management: Organisational Leadership and Development DV8A36
10. Management: Organisational Leadership and Development DV8A36 Exemplar 2
11. Management: Strategic Change DV7W36
12. Management: Strategic Change DV7W36 Exemplar 2
13. Management: Develop Strategic Plans DV8736
14. Management Research DV8136
15. Individual Employment Relations: Law DN7534

Exemplars currently in production

1. Managing Self and Resources (F3XP33)
2. Working in a Team (F3XR33)

Teaching and Learning packs available in main HN Management subject page of website:

HNC Support Pack and interactive CD

Covers all HNC Mandatory Units (except the Graded Unit)

Includes Tutors notes

Packs have been sent to SQA co-ordinators in approved centres and QDT / QST members

Workbooks and CD are available to download from SQA website from the following address - <http://www.sqa.org.uk/sqa/26294.html>

Further copies of pack, ringbinder and CD can be purchased from SQA Customer Contact Centre (0845 279 1000), as follows:

Title	Publication Code	Cost
Management: Developing Self Management Skills	CB3496	£15.00
Management: Leadership at Work	CB3497	£15.00
Management: Plan, Lead and Implement Change	CB3498	£15.00
Managing and Working with People	CB3499	£15.00
Manage Operational Resources	CB3500	£15.00
Creating a Culture of Customer Care	CB3501	£15.00
Tutor Notes	CB3502	Free
Interactive CD-ROM	CB3503	£10.00
HNC Management Ringbinder	CB3666	£8.00

Teaching and Learning packs currently in production:

Diploma Support Pack covering all the Mandatory Units. Work on this pack commenced in Sept 2007 and pack should be available by end of October 2008.

Teaching and Learning Pack for the optional Unit - Management: Organisational Innovation [DV8036]. Again this pack should be available by end of October 2008

PDA in Project Management (G87316)

Teaching and Learning Packs available:

The packs noted below can be downloaded from the HN Management subject page of the SQA website. Also, hard copies of the packs can be purchased from SQA's Customer Contact Centre (0845 279 1000) as follows:

Title	Publication Code	Cost
Project Management: Project Justification and Planning	CB3491	£15
Project Management: Managing the Implementation of a Project	CB3492	£15

NB: The 2 Units above are also optional Units in the HNC in Management (G85M15)