Core Skills Signposting: Management and Leadership NOS

This document presents the core skill signposting for the current Management & Leadership (M&L) Scottish Vocational Qualifications (SVQs) at the following level:

- SVQ 3 in Management

The following tables signpost the five SQA Core Skills standards to the Management and Leadership National Occupational Standards.

Key:

/	No coverage
	Some or partially coverage
	Full coverage

Core Skills Signposting

SVQ 3 in Management Units Signposted to SCQF levels

Unit	Unit Title	C	N	PS	WWO	ICT
A2	Manage your own resources and professional development	5	5	5	5	/
B5	Provide leadership for your team	6	4	5	5	/
D6	Allocate and monitor the progress and quality of work in your area of responsibility	6	5	6	6	/
E6	Ensure health and safety requirements are met in your area of responsibility	5	5	5	5	/
B1	Develop and implement operational plans for your area of responsibility	6	5	6	6	/
B11	Promote equality of opportunity, diversity and inclusion in your area of responsibility	5	5	5	5	/
C1	Encourage innovation in your team	5	5	6	6	/
C5	Plan change	6	6	5	6	/
C6	Implement change	6	5	6	6	/
D1	Develop productive working relationships with colleagues	5	4	5	6	/
D3	Recruit, select and keep colleagues	5	5	5	6	/
D7	Provide learning opportunities for colleagues	6	4	4	5	/
D8	Help team members address problems affecting their performance	4	/	4	5	/
D9	Build and manage teams	5	/	/	5	/
D10	Reduce and manage conflict in your team	5	/	5	6	/
D11	Lead meetings	5	/	/	5	/
D13	Support individuals to develop and maintain their performance	4	/	5	5	/
D14	Initiate and follow disciplinary procedure	5	/	5	5	/
D15	Initiate and follow grievance procedure	5	/	5	5	/
E1	Manage a budget	6	6	5	6	/
E2	Manage finance for your area of responsibility	6	6	6	6	/
E8	Manage physical resources	5	6	6	6	6
E9	Manage the environmental impact of your work	5	/	5	5	/
E10	Take effective decisions	5	5	6	6	5
E11	Communicate information and knowledge	5	/	/	5	5
F1	Manage a project	6	6	6	6	/
F6	Monitor and solve customer service problems	5	5	6	6	/

F8	Work with others to improve customer service	5	4	4	4	/
F14	Prepare for and participate in quality audits	4	/	4	6	/
F17	Manage the delivery of customer service in your area of responsibility	5	/	5	5	/
F18	Prepare sales proposals and deliver sales presentations	5	/	4	5	/
F19	Sell products/services to customers	4	5	5	6	/
BB3	Manage corporate social responsibility (CSR)	6	6	6	6	/
CA5	Evaluate change	6	6	/	5	/
DA3	Induct individuals into their roles	6	5	6	6	/
DA4	Manage the redeployment of people	6	5	6	6	/
DB7	Manage flexible working	5	5	6	6	/
DB9	Promote staff wellbeing	5	/	6	6	/
DC3	Mentor individuals	5	/	5	5	/
DD3	Develop and sustain collaborative relationships with other departments	6	5	6	6	/
FE2	Manage quality audits	5	5	5	5	/