

NVQ/SVQ in Management Level 4

Who is it for?

The NVQ/SVQ in Management at level 4 is for you if you are a practising manager with responsibility for:

- allocating work to others
- achieving specific results by using resources effectively
- carrying out policy in your defined area of responsibility
- controlling limited financial budgets
- contributing to broader activities, such as change programmes and recruitment

Units in the award

The NVQ/SVQ in management at level 4 covers the full range of general management activities which managers working at this level are expected to carry out. It does not cover specialist functions (such as sales, accounting or engineering) which are covered by other, specialist VQs.

Management activities are divided into four generic key roles:

- A: manage activities,
- B: manage resources,
- C: manage people
- D: manage information

There are mandatory units from each of these key roles in the NVQ/SVQ in management at level 4.

Most, but not all managers working at level 4 will be responsible for managing staff and would therefore wish to choose optional units from the manage people key role. Other managers may have a particular responsibility for managing energy, quality or projects and would naturally choose units from those key roles as their options.

The level 4 award comprises 9 units, 6 are mandatory, 3 optional, the units are:

Mandatory units

A2 Manage activities to meet requirements
A4 Contribute to improvements at work
C2 Develop your own resources
C5 Develop productive working relationships
D4 Provide information to support decision making
Plus either B2 Manage the use of physical resources
Or B3 Manage the use of financial resources

Optional units

C8 Select personnel for activities
C10 Develop teams and individuals to enhance performance
C13 Manage the performance of teams and individuals
C15 Respond to poor performance in the team
D2 Facilitate meetings
E3 Promote energy efficiency
E5 Identify improvements to energy efficiency
E6 Provide advice and support for the development of energy efficient practices
E8 Provide advice and support for improving energy efficiency
F2 Provide advice and support for the development and implementation of quality policies
F4 Implement quality assurance systems
F6 Monitor compliance with quality systems
F7 Carry out quality audits
G1 Contribute to project planning and preparation
G2 Co-ordinate the running of projects
G3 Contribute to project closure

How do I achieve the award?

You must decide if the award is for you. You need to ask yourself three questions about the units:

1. Do I consistently perform to the standard described?
2. Do I have evidence to prove it?
3. Do I have the knowledge and understanding required to perform in other contexts and circumstances, should they arise?

If the answer is yes to all of the above for a particular unit, you can prepare yourself for assessment in that unit. You must provide evidence to prove to an assessor that you consistently meet all the performance criteria.

If the answer is no to any of these questions you will need to do some work before you are ready for assessment. You should discuss this with your development adviser.

Choosing your options

Look at the following units from the NVQ/SVQ in Management Level 4

In column A circle NO if you do not do this, or YES if you do. Do the same for the next unit until you have completed column A.

Now look at all the units against which you have circled YES. In column B rank these in order of importance for your job. Against the most important unit put 1 in column B and so on.

Usually you should choose as your options those units which you have ranked 1, 2 and in column B. However before deciding your options you may wish to discuss your choices with your line manager and adviser.

The key role B, manage resources unit which you did not choose as a mandatory unit may be taken as an option if required.

Optional Units	A Do you do this? Circle NO or YES		B How important is this unit? (Rank 1,2, etc)
B2 Manage the use of physical resources	NO	YES	
B3 Manage the use of financial resources	NO	YES	
C8 Select personnel for activities	NO	YES	
C10 Develop teams and individuals to enhance performance	NO	YES	
C13 Manage the performance of teams and individuals	NO	YES	
C15 Respond to poor performance in the team	NO	YES	
D2 Facilitate meetings	NO	YES	
E3 Promote energy efficiency	NO	YES	
E5 Identify improvements to energy efficiency	NO	YES	
E6 Provide advice and support for the development of energy efficient practices	NO	YES	
E8 Provide advice and support for improving energy efficiency	NO	YES	
F2 Provide advice and support for the development and implementation of quality policies	NO	YES	
F4 Implement quality assurance systems	NO	YES	
F6 Monitor compliance with quality systems	NO	YES	
F7 Carry out quality audits	NO	YES	
G1 Contribute to project planning and preparation	NO	YES	
G2 Co-ordinate the running of projects	NO	YES	
G3 Contribute to project closure	NO	YES	

Mandatory units

- A6 Review external and internal operating environments
- A7 Establish strategies to guide the work of your organization
- A8 Evaluate and improve organizational performance
- B5 Secure financial resources for your organisation's plans
- C3 Enhance your own performance
- C6 Enhance productive working relationships
- C11 Develop management teams
- C14 Delegate work to others
- D3 Chair and participate in meetings
- D6 Use information to take critical decisions

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For further information contact:-

Roddy MacPhee, LBDS, Lochaber College, An Aird, Fort William. PH33 6AN

Tel. No. 01397 70874402

Fax No. 01397 874003