



Management – Level 4

Apprenticeship Learning Programme

Organisation Responsible: Management Standards Centre (MSC)

Apprenticeship framework requirements:

NVQ: <i>Awarding Body: Institute of Leadership and Management (ILM)</i>	Management Level 4
VRQ: <i>Awarding Body: Institute of Leadership and Management (ILM)</i>	Level 5 Award in Management
Key Skills <i>Awarding body: City & Guilds</i>	Application of Number Level 2 Communication Level 2
MSC Employment Responsibilities and Rights:	ERR is covered in the induction.

Certification: On completion of the above programme the Learner will receive a nationally recognised Certificate for each of the above disciplines.

Apprenticeship:

Apprenticeships are learning frameworks operating in all parts of the UK, that make use of the national occupational standards for management and leadership and the qualifications that are based on them.

These learning frameworks are developed and designed in partnership with employers to ensure that they deliver the skills that are relevant and necessary in the workplace.

There is a real need to encourage young people to progress through the management qualifications to address the future skills needs of organisations within the UK. The Team Leading Apprenticeship and Management Advanced Apprenticeship should go some way towards addressing those present and future skill needs, providing excellent progression routes through a variety of work based and off the job training, and with a plethora of further and higher education options, such as foundation degrees and degree courses.

NVQ:

National Vocational Qualifications (NVQ's) are qualifications that reflect the skills, knowledge and understanding of individuals 'specific areas of work' – in this case Management. They are expressed in terms of competences and are assessed in the workplace.



To achieve the NVQ you will complete the 5 mandatory units and select, with the help of your assessor, three from the seventeen optional units which normally relate to job activity.

Mandatory Units

- B1 - Develop and implement operational plans for your area of responsibility
- C2 - Encourage innovation in your area of responsibility
- 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

Optional Units

There are 17 optional units to choose from, for example:

- A2 - Manage your own resources and professional development
- B6 - Provide leadership in your area of responsibility
- D7 - Provide learning opportunities for colleagues
- F1 - Manage a project

To view the full list of units, please contact us for our complete brochure, or visit the ILM website.

VRQ:

The VRQ/Award is a concise qualification designed to develop basic middle management skills and knowledge. The mandatory unit examines organisational structure and function, the roles and responsibilities of middle managers and the effect of communication and interpersonal skills on managerial performance. The final element of the unit explores the evaluation of personal development opportunities.

To complete the Level 4 Management framework, you will need to achieve the Level 5 VRQ/Award, for which you will gain a certificate. To achieve this VRQ you will complete the mandatory unit and select, with the help of your assessor, further optional units to the value of 6 Credit Values (CVs) giving a total of 10 CV's in all.

Mandatory Units

- M4.01 - Understanding the management role (4CV)

Optional Units

There are 28 optional units in total to choose from, for example:

- M5.01 - Developing the reflective manager (4CV)
- M5.03 - Making a financial case (3CV)
- M5.08 - Managing stress and conflict in the organisation (3CV)
- M5.22 - Conducting work analysis (2CV)

Key Skills:

Mandatory

- Application of Number Level 2
- Communication Level 2

Optional (not required for the framework but will give additional certificates)

- Working with Others Level 2
- Problem Solving Level 2
- Improving own Learning and Performance Level 2

