

# SVQs in Team Leading & Management

## Level 2 Team Leading- Q5000526

## Level 3 Management - Q5001600

### Qualification summary

The purpose of these SVQs is to address managerial skills gaps and skills shortages for Scottish employers.

### Who is this qualification for?

Level 2 candidates can expect to be working under supervision and aim to expand the breadth of their knowledge and/or experience across a variety of disciplines within a team leading capacity. There is a wide scope of optional units that will reflect the individual job roles expected of a candidate at this level.

The Level 3 Management has been developed to support those working as line managers, section managers, assistant managers, trainee managers, senior supervisors, and those working in a range of other management positions.

### Funding information

For further advice on which qualifications can be funded in Scotland, contact Skills Development Scotland representatives at [www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk)

If you do you are intending to apply for funding you may require the APS Code for the individual SVQ.

SVQ title	Level	APS Code
Team Leading	2	GD5C 22
Management	3	GD5A 23

### What do my learners have to do?

Candidates will be assessed against performance criteria that are defined by the industry representative the Council for Administration (CfA), through the National Occupational Standards for this sector and will generate the evidence required to demonstrate their competency, against the performance criteria, in their day-to-day job role.

## The units in the qualification

To achieve the whole qualification at Level 2, a learner must prove competence in four mandatory units and two optional units.

Mandatory units	
NOS unit	title
A1	Manage your own resources
D5	Allocate and check work in your team
D1	Develop productive working relationships with colleagues
E5	Ensure your own action reduce risks to health and safety

Candidate must complete 3 optional units.

To achieve the whole qualification at Level 3, a learner must prove competence in four mandatory units and three optional units.

Mandatory units	
NOS unit	title
A2	Manage your own resources and professional development
B5	Provide leadership for your team
D6	Allocate and monitor the progress and quality of work in your area of responsibility
E6	Ensure health and safety requirements are met in your area of responsibility

Candidate must complete 3 optional units.

The optional units for both qualifications are grouped in different technical groups that reflect the focus of the job role of the individual candidate.

If you would like to obtain a full listing of the optional units available please contact the wbl number overleaf.

## Progression routes

The CfA have developed a Level 2 and a Level 3 Scottish Modern Apprenticeship framework in Team Leading and Management.

Though SVQs are not designed to be progressive qualifications, in that the candidate should undertake the appropriate level of qualification for their job role, Edexcel do recognise that candidates may naturally progress in their chosen career and consequently their skills set will develop and evolve. Consequently, they may be eligible to progress from a level 2 to a level 3 SVQ of full apprenticeship.

## Contact us

If you would like more information about our range of Pearson Edexcel provision in Scotland, please contact us:

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## For Information

Standards Setting Body, Council for Administration [www.cfa.uk.com](http://www.cfa.uk.com)

National Occupational Standards - [www.ukstandards.org.uk](http://www.ukstandards.org.uk)

Scottish Credit and Qualifications Framework - [www.scqf.org.uk](http://www.scqf.org.uk)

Scottish Modern Apprenticeships - [www.alliancescotland.org](http://www.alliancescotland.org)

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