



**QQI**

Quality and Qualifications Ireland  
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

## Certificate Specification NFQ Level 6

### Health Services Supervisory Management Skills 6M4978

#### 1. Certificate Details

<b>Title</b>	Health Services Supervisory Management Skills
<b>Teideal as Gaeilge</b>	Bainistíocht Maoirseoireachta i Sheirbhísí Sláinte
<b>Award Type</b>	Major
<b>Code</b>	6M4978
<b>Level</b>	6
<b>Credit Value</b>	120
<b>Purpose</b>	The purpose of this award is to enable the learner acquire the knowledge, skill and competence required to work independently or in a supervisory role in a range of health services contexts and or to progress to higher education and training.
<b>Statements of Knowledge, Skill and Competence</b>	Learners will be able to:
<b>Knowledge</b>	
<i>Breadth</i>	Demonstrate a broad range of knowledge of supervisory management skills and techniques within a range of health services settings
<i>Kind</i>	Apply theoretical concepts and abstract thinking with significant underpinning theory to specific health service practice
<b>Know How &amp; Skill</b>	
<i>Range</i>	Apply a comprehensive range of specialised skills and tools to develop strategies required for supervisory management in a range of health service contexts

*Selectivity* Select from a range of supervisory management theories, tools and techniques to devise and formulate specific responses to routine and non-routine health service provision

## **Competence**

*Context* Apply supervisory management concepts, principles, creative thinking and technical skills to a range of health related contexts and situations

*Role* Exercise and assume substantial personal responsibility in prioritising, organising and managing own work and or the work of others to achieve defined objectives

*Learning to Learn* Evaluate own learning and assist others to identify their learning styles and needs within a structured learning environment

*Insight* Reflect on personal and professional practice to inform self understanding and development within a management or supervisory role within a health services context.

The learning outcomes associated with this award are outlined in the associated Component Specifications.

## **Access**

To access programmes leading to this award the learner should have reached the standards of knowledge, skill and competence associated with the preceding level of the National Framework of Qualifications. This may have been achieved through a formal qualification or through relevant life and work experience.

## **Transfer**

Achievement of this award will enable the learner to transfer to other appropriate programmes leading to awards at the same level of the National Framework of Qualifications.

## **Progression**

Achievement of this award will enable the learner to progress to other appropriate programmes leading to awards at the next or higher levels of the National Framework of Qualifications.

## **Progression Awards**

Learners who successfully complete this award may progress to a range of different awards.

## **Grading**

Pass

Merit

Distinction

The grade achieved will be determined by the grades achieved on the components

## **2. Certificate Requirements**

**The total credit value required for this certificate is 120. This will be achieved by completing:**

<b>Award Code</b>	<b>Title</b>	<b>Level</b>	<b>Credit Value</b>
<b>All of the following component(s)</b>			
6N2775	Conflict Management	6	15
6N4329	Supervisory Management	6	15
<b>A minimum credit value of 15 from the following components</b>			
6N1950	Communications	6	15
6N0697	Customer Service	6	15
6N1948	Team Leadership	6	15
6N2191	Leadership	6	15
<b>A minimum credit value of 15 from the following components</b>			
6N1949	Personal and Professional Development	6	15
6N1946	Work Experience	6	15
6N1947	Work Practice	6	15
<b>A minimum credit value of 45 from the following components</b>			
6N2196	Rehabilitation Practice	6	15
6N2206	Person Centred Planning	6	15
6N2207	Boundary Management	6	15
6N2214	Health Promotion	6	15
6N2532	Web Authoring	6	15
6N3145	Characteristics of Management Systems	6	10
6N3669	Group Work Theory and Practice	6	15
6N3673	Strategic Planning	6	15
6N3748	Gerontology	6	15
6N3750	Human Resources Management	6	15
6N3945	Managing People	6	15
6N4005	Payroll Manual and Computerised	6	15
6N4089	Spreadsheets	6	15
6N4090	Project Management	6	15
6N4146	Costing	6	15
6N4165	Finance	6	15
6N4322	Employment Law	6	15
6N1975	Disability Awareness	6	15
6N4369	Corporate Governance	6	15
6N4425	Voluntary Sector Training Skills	6	15
6N4447	Community Care Supervision	6	15
6N4448	Statutory Workplace Policies and Procedures	6	15
6N4977	Word Processing	6	15

The remaining credit value of 15 can be obtained by using relevant component(s) from level 6. A maximum of 15 credits may be used from level 5.

### 3. Supporting Documentation

None

#### 4. Specific Validation Requirements

There are no specific validation requirements

#### 5. Europass Certificate Supplement

The Europass Certificate Supplement for this award can be accessed at: [www.qqi.ie](http://www.qqi.ie).

#### 6. FET Award Standards

QQI award standards are determined within the National Framework of Qualifications (NFQ), <http://www.nfq-qqi.com>. QQI determines standards for the education and training awards that it makes itself and that are made by providers to whom it has delegated authority to make an award. Providers offering programmes leading to QQI awards **must** have their programme(s) validated in accordance with current validation policy (see [www.qqi.ie](http://www.qqi.ie)).

Award standards are designed to be consistent with the NFQ's award classes i.e. major, special purpose, supplemental and minor awards. They are expressed in terms of **learning outcomes** i.e. concise statements of what the learner is expected to know or be able to do in order to achieve a particular award. Learning outcomes for QQI awards are contained within the associated specifications:

AWARD CLASS	STANDARDS	AWARDS
Major Award	Certificate Specification	Certificate (Levels 1 to 5) Advanced Certificate (Level 6)
Supplemental Award	Supplemental Specification	Supplemental Certificate (Level 3 to 6)
Special Purpose	Specific Purpose Specification	Specific Purpose Certificate (Levels 3 to 6)
Minor Award	Component Specification	Component Certificate (Levels 1 to 6)

Award standards are thresholds, they describe standards of knowledge, skill or competence to be acquired, and where appropriate, demonstrated, by a learner before an award may be made.

Award standards will be reviewed from time to time as necessary. Minor changes may be made by the QQI executive outside the review cycle where necessary. Changes to standards are published on QQI's website. Providers with validated programmes and providers with delegated authority to make awards are responsible for monitoring relevant standards and making necessary responses to changes.

#### 7. FET Credit

Every FET certificate and component specification includes an FET credit value (Table 1). FET credit is quantified in multiples of 5 FET credits (up to 50 hours of learner effort). Learner effort is based on the time taken by typical learners at the level of the award to

achieve the learning outcomes for the award. It includes all learning time involved including: guided learning hours, self-directed learning and assessment.

**Table 1: FET Credit Values**

NFQ Level	Major Awards Credit Values	Default Credit Values Minor Awards	Other Permitted Minor Award Credit Values	Special Purpose and Supplemental Award Credit Value Ranges
1	20	5	10	
2	30	5	10	
3	60	10	5,20	>5 and<60
4	90	10	5,15,20	>5 and<90
5	120	15	5,10,30	>5 and <120
6	120	15	5,10,30	>5 and <120

### Guide to Level

Learning outcomes at this level include a comprehensive range of skills which may be vocationally-specific and/or of a general supervisory nature, and require detailed theoretical understanding. The outcomes also provide for a particular focus on learning skills. The outcomes relate to working in a generally autonomous way to assume design and/or management and/or administrative responsibilities. Occupations at this level would include higher craft, junior technician and supervisor.

Strand	Sub-strand	Nature of learning
Knowledge	Breadth	Specialised knowledge of a broad area
	Kind	Some theoretical concepts and abstract thinking, with significant depth in some areas
Know How & Skill	Range	Demonstrate a comprehensive range of specialised skills and tools
	Selectivity	Formulate responses to well defined abstract problems
Competence	Context	Utilise diagnostic and creative skills in a range of functions in a wide variety of contexts
	Role	Exercise substantial personal autonomy and often take responsibility for the work of others and/or for the allocation of resources; form and function within, multiple and complex heterogeneous groups.
	Learning to Learn	Learn to take responsibility for own learning within a managed environment.
	Insight	Express an internalised, personal world view, reflecting engagement with others.

*Extract from 'Determinations for the Outline National Framework of Qualifications': NQAI*