



PDA in Developing Literacies Learning Programmes for the Workplace SCQF level 7 (G8VV 47)

The need for sharp, flexible, focused education, skills and training at a high level is strongly recognised. Professional Development Awards (PDAs) are designed to develop and deliver these skills quickly and cost effectively. The PDA in Developing Literacies Learning programmes for the Workplace has been designed to support the continuous professional development of adult literacies practitioners and to develop the specific knowledge, skills and understanding to prepare them for a role that includes engaging employers and employees in adult literacies. It also provides practitioners with the skills required to develop, plan and deliver literacies learning in workplace contexts.

Structure

The award consists of 3 mandatory units and attracts 16 SCQF Credit Points.

Developing Literacies Learning Programmes for the Workplace: Policy and Practice F2H8 34 (0.5 Unit Credit)

This Unit has a strong focus on research and reflective analysis. It examines policies and principles related to adult literacies and economic development.

Developing Literacies Learning Programmes for the Workplace: Raising Awareness F2H9 34 (0.5 Unit Credit)

This Unit focuses on the practical application of the knowledge and skills required when assessing the need for literacies learning in different workplaces and on devising and implementing strategies.

Developing Literacies Learning for the Workplace: Planning for the Delivery of Learning Programmes F2H1 34 (1 Unit Credit)

This Unit focuses on the practical application of the knowledge and skills required when reviewing models of delivery; selecting and negotiating an appropriate model for a specific workplace; planning and delivering a literacies learning programme.

Entry

Candidates should have a sound knowledge of adult literacies learning, and have at least one year's experience in literacies learning development and /or delivery, in either a paid or voluntary capacity.

Candidates should be able to evidence that they have knowledge, skills and understanding in relation to the following topics:

- ◆ current context of adult literacies policy and practice in Scotland
- ◆ principles of good practice in delivering adult literacies learning
- ◆ supporting the learning process with adult literacies learners
- ◆ delivering learning activities to promote adult literacies learning in a supportive context

- ◆ learning and teaching methodologies for adult literacies learning
- ◆ reflective practice

This can be evidenced by the PDA: Introduction to Tutoring in Adult Literacies Learning (ITALL) or equivalent at SCQF level 6 or other relevant training in adult literacies.

Delivery

It is recommended that the Units are delivered in the order outlined

Unit code	Unit title	Hours
F2H8 34	Policy and Practice	20
F2H9 34	Raising Awareness	20
F2H1 34	Planning for the Delivery of Learning Programmes	40

Progression

This PDA provides progression for adult literacies practitioners into literacies in the workplace a specialist field within adult literacies. There is potential transferability to qualifications in the area of Learning and Development as well as providing CPD within a workplace setting.

SQA Customer Contact Centre

T: 0845 279 1000 E: customer@sqa.org.uk W: www.sqa.org.uk