



PDA in Leading Change at SCQF Level 9 (GC6G 49)

Welcome to the Professional Development Award (PDA) in Leading Change at SCQF Level 9. This PDA offers you the opportunity to develop your competence, knowledge and skills in encouraging innovation and leading others through the changes that may follow.

The award has been developed through rigorous research involving employers, centres, and potential candidates of the qualification. The award makes use of the National Occupational Standards (NOS) for management as specified by the Council for Administration (CfA).

By achieving this award you will be able to demonstrate that, in your work as a manager, you are able to operate in accordance with these national standards. Success in the award will mean that you will have proof that your work is up to the national standards. In this way you can contribute to your own future and to that of the organisation you work for.

The PDA in Leading Change at SCQF Level 9 is made up of two mandatory Units:

- ◆ Encourage Innovation in Your Area of Responsibility [C2]
- ◆ Lead Change [C4]

The Unit 'Encourage Innovation in Your Area of Responsibility' will help you to encourage and support the identification practical implementation of new ideas in your area. New ideas may come from yourself or from those for whom you are responsible as well as from your line manager. These ideas can range over all aspects of your organisation's activity and can include:

- new products and/or services
- improvements to existing products and/or services
- improvements to existing practices, procedures, systems, ways of working within a team or within the wider organisation.

The Unit, Lead Change, follows on from the identification of new ideas. It will enable you to put into practice new ideas by taking control and provide a lead in selling a vision of the new ideas and supporting people so that the ideas can be turned into reality.

Both Units emphasise how you, as a manager, can create a culture of change within your organisation. This will enable the people you are responsible for to see change as something which is normal and which can be challenging and motivating. Both the Units are part of the 'Facilitating Change' area of competence identified by the Council for Administration and together, they should help you, as a manager, to demonstrate that you have the competence to manage change in your organisation.

You will be guided through the Units by an adviser/assessor who will help you plan for assessment and advise and help you on how to prove that you can meet the standards in the Units.

You will prove that you can meet the standards by gathering evidence from your place of work of the things that you have done, and are doing, as a manager. You will be expected to explain to your assessor, in writing or by discussion, exactly how the evidence that you have shows that you meet the standards set out in the requirements of the Units. You will gather your evidence together in a portfolio which you will be able to use to prove that you are a competent manager in terms of those parts of the national standards covered by the PDA.

The PDA is a qualification in its own right but it will also help you to progress to further management awards such as the full SVQ Management at Level 4 or 5, depending on the management position you occupy and your experience as a manager.

The PDA is jointly certificated by SQA and The Chartered Management Institute (CMI). If you are successful you will be able to become part of the professional community of managers and benefit from the development opportunities that this can bring.