



PDA in Managing Finances at SCQF Level 8 (G9N2 48)

Welcome to the Professional Development Award (PDA) in Managing Finances at SCQF Level 8. This PDA offers you the opportunity to develop your competence, knowledge and skills in budgeting and financial management.

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).

It means that by doing the 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 Managing Finances at SCQF Level 8 is made up of two mandatory Units:

- ◆ Manage a Budget [E1]
- ◆ Manage Finance for Your Area of Responsibility [E2]

The Unit 'Manage a Budget' is about helping you to take ownership of and be responsible for a budget in defined area of work. It will enable you to prepare, submit and agree a budget for a set operating period.

The Unit 'Managing Finances in Your Area of Responsibility' is about enabling to achieve objectives in your area of work by developing and agreeing a master budget.

Both Units will enable you to use budgets to monitor and evaluate the performance of those for whom you are responsible. They will also enable to you to take the necessary action to respond to variances in budgets.

Both Units also are part of the 'Using Resources' area of competence identified by the Council for Administration (CfA) and between them, they should help you to consolidate your overall competence in managing the critical resource of finance.

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 3 or Level 4, 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.