



PDA in Administrative Management

SCQF level 8

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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 Administrative Management delivers the essential skills and knowledge required for a range of senior administrative or personal assistant roles. This makes it suitable CPD for those working in a senior administrative role, or for anyone seeking to enter employment in this area.

STRUCTURE

The award consists of 2 mandatory and 2 optional Units with a total of 48 SCQF credit points.

MANDATORY UNITS:

- Managing Administrative Services (F3FM 35)**
 Focuses on managing resources, budgetary control, training and development, meetings and events and quality assurance and improvement of the administrative function.
- Administrative Management: Personal Skills (F3FL 35)**
 Develops a range of personal skills for effective administrative management. These include time management, problem solving, using and presenting information and advice, motivating others and working flexibly.

OPTIONAL UNITS:

A total of 2 units to be chosen from a range of options including:
 Human Resource Management, Advanced IT, Business Information Management,

Accounting and Finance, Languages, Organisational Management, Health related units, Legal Administration

ENTRY

Access to the award is at the discretion of the centre. In general, entry should be open to any candidate who can demonstrate, by formal qualification or experience, a reasonable expectation of completing the course.

DELIVERY

The qualifications can be delivered in a variety of ways, including open or distance learning.

ACHIEVEMENT AND PROGRESSION

To achieve the award, candidates must successfully complete all units.

The PDA in Administrative Management consists of units taken from the HND in Administration and Information Technology. The award can be taken as a qualification in its own right or used with the PDA in Office Management and IT to build achievement towards the full HND.

PROGRESSION MAP

