PROFESSIONAL DEVELOPMENT AWARDS IN MANAGEMENT AND LEADERSHIP

What are Professional Development Awards?

Professional Development Awards (PDAs) are normally qualifications for people who are already in a career or vocation and who wish to extend or broaden their skills.

PDAs in Management and Leadership

The PDAs in Management and Leadership are designed to enable you develop your knowledge and understanding of the principles of management and to apply them in a context relevant to you. Within the suite of awards, you will find one or more that will be relevant to you whether you are hoping to be a manager or already hold a managerial role – at either a team leading level or a more senior managerial post. You can also undertake the awards if you are not currently in work but would like to develop management skills eg to help you return to the workplace.

Each of the PDAs in Management and Leadership is an award consisting of two units. You must successfully complete both units of each award in order to achieve the relevant PDA. All awards are practical and you are required to provide evidence to show that you can undertake the appropriate management tasks. Assessment could take a variety of forms (eg report writing; development of a portfolio; closed-book examination; as well as using ITC eg blogs, wikis, podcasts, social bookmarking sites etc) depending on the specific award you are undertaking.

There are ten PDAs in Management and Leadership ranging from Higher (SCQF level 6), HNC and HND level (SCQF levels 7 and 8) up to Masters Level (SCQF level 11). An outline of the PDAs is shown in the table below:

Titles of PDA	Units making up the PDA	SCQF Credit Points
PDA in Management at SCQF level 6 (G972 46)	Managing Self and Resources (F3XP 33) Working in a Team (F3XR 33)	16
PDA in Managing Self and Others at SCQF level 7 (G9CR 47)	Management: Developing Self Management Skills (H1F1 34) Managing and Working with People (J1NH34)	24
PDA in Managing Self and Others at SCQF level 8 (G9CT 48)	Develop Skills for Personal Effectiveness (DF4F 35) **Or** Management: Developing Self Management Skills (H1F1 34) **Plus** Managing People (J1F5 35)	24

Titles of PDA	Units making up the PDA	
PDA in Managing Resources and Quality at SCQF level 7 (G9CP 47)	Manage Operational Resources (J1BY 34) Management of Quality (DW6G 34)	32
PDA in Leadership and Change at SCQF level 8 (G9CN 48)	Management: Leadership at Work (H1F2 34) Management: Plan, Lead and Implement Change (H1F3 35)	16
PDA in Project Management at SCQF level 8 (G9CK 48)	Project Management: Project Justification and Planning (DV5H 35) Project Management: Managing the Implementation of a Project (DV5J 35)	24
PDA in Strategic Management at SCQF level 8 (GF93 48)	Management: Strategic Change (H1S635) Management: Develop Strategic Plans (H1S735)	16
PDA in Organisational Leadership at SCQF level 9 (G9CV 49)	Management: Organisational Leadership and Development (J1C0 35) Leadership for Managers (F5GH 36)	24
PDA in Decision Making and Innovation at SCQF level 9 (G9CM 49)	Decision Making for Managers (F5GG 36) Management: Organisational Innovation (J1BX 36)	24
PDA in Organisational Ethics and Decision Making SCQF level 11 (G9M9 51)	Organisational Ethics (F8K9 39) Organisational Decision Making (F8KA 39)	32

The units making up the PDAs have been mapped to the National Occupational Standards (NOS) in Management and Leadership which apply to managers and leaders in all sizes and types of organisations across all industries and sectors.

On successful completion of each of the PDAs in Management and Leadership, you will achieve a joint certificate from SQA and the Chartered Management Institute (CMI). CMI have special membership arrangements for those who achieve particular SQA/CMI qualifications.

While undertaking a Management and Leadership PDA, you will be eligible for 12 months free studying membership of CMI which allows you access to a range of management information, tools and support materials.